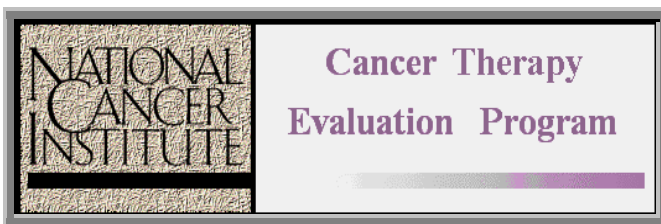


Cancer Therapy Evaluation Program, National Cancer Institute



CTMB Audit Information System – Clinical Trials Monitoring Branch Activities



**Capital Technology Information Services, Inc.
Version 1.0a — 12/30/98**



The Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS):

Cancer Therapy Evaluation Program (CTEP)

Division of Cancer Treatment, Diagnosis, and Centers (DCTDC)

National Cancer Institute (NCI)

National Institutes of Health (NIH)

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Under the Information Management and Computer Support Contract
NO2-CM-67245.

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Introduction

This user guide takes you through accessing and using the Clinical Trials Monitoring Branch (CTMB) Audit Information System (AIS) to efficiently schedule audits, assign and review auditors, submit final reports, track follow-up items and to view roster information and submit updates. The user guide is divided into eight sections. It is assumed that the user has already accessed the CTMB AIS on the web site. The eight user guide sections are as follows:

1. Introduction,
2. Scheduling Audits for Institutions in Roster,
3. Managing CTEP Auditors,
4. Acknowledging Reports
5. Submitting Final Reports,
6. Perform Follow-up Activities,
7. View Roster Information, and
8. Review Reports.

Actions to be performed by the user are shown on the left side of the page. Illustrated examples of the steps performed are shown on the right side of each page.

Conventions

Specific terminology and rules of usage must be understood when following the step-by-step instructions in this user guide. The conventions adopted for use in this manual are as follows:

- **Select** A single click with the left-most mouse button,
- **Double-click** A double-click of the left-most mouse button,
- **Bold** Indicates the exact screen name of the item you are clicking,
- *Italics* Indicates the exact screen name of an item on the screen which appears as a direct result of a user action
- "Data" Information in quotes indicates data that is typed by the user,
- <Key name> Indicates the name of the key that should be pressed, and
- Underline indicates information that must be replaced by specific text by the user.

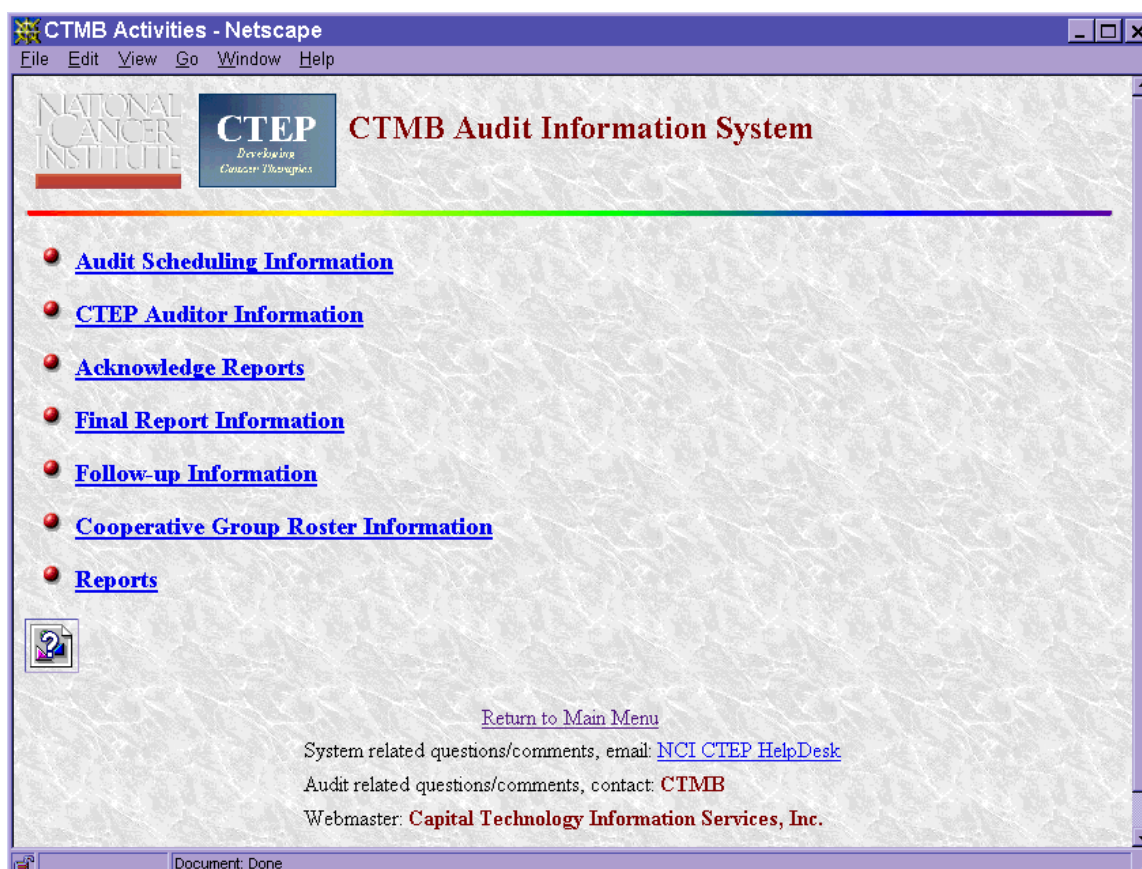
Web Page Description

The CTMB AIS web pages are divided into distinct areas, or, frames. As the pointer arrow is moved across the Web page, it will turn into a pointing finger when it "points" at an area that may be selected and accessed. Do not attempt to type in any area in which a colored cursor appears. Acceptable data entry areas will display a black, static cursor when they are selected. You may return to the main menu at any time during the audit process by selecting **Back** at the top of any window, or **Return to Main Menu** at the bottom of any window. The scroll bars to the right and bottom of the window may be used to view data that is off screen.

Field names in *plain text italic* are optional entry fields. Field names displayed on the screens in **bold text** are required entry fields, except for the Query forms. The Query form field names are all displayed in bold text, but are not required entries.

From any menu on the CTMB AIS, the user may select **Return to Main Menu** to return to the CTMB Audit Information System main menu. Also located at the bottom of each menu is the option to send email with any questions or comments to NCI's CTEP Help Desk. These options may be selected pointing and clicking.

The following is the Main Menu for the CTMB AIS.



CTMB AIS Web Page

Standard On-Screen Function Keys

Specific keys will appear on windows throughout the CTMB AIS web pages. These keys will always perform in the same manner when selected. The following is a listing of these standard keys and the function they perform when selected:

Clear	Clears any user entered data from the displayed window
Delete	Deletes the user specified information
Find	Finds the user specified information
Last	Takes the user to the last page of information when multiple pages are involved
New	Displays a new form or screen
Next	Takes the user to the next displayed screen of information when multiple pages are involved
Previous	Takes the user back to the previously displayed screen of information when multiple pages are involved
Requery	Provides another count of the information displayed
Save	Saves any user entered information currently entered on a form

Adobe Acrobat Reader

The software product, Adobe Acrobat Reader, is used in conjunction with the CTMB AIS to review and print reports. An option has been added to the applicable menus to allow you to download a free copy of this product.

Scheduling Audits for Institutions in Roster

Only Cooperative Groups can schedule an audit for their members. An audit can be either a regular audit, or a re-audit of a particular institution. If a re-audit is pending for an institution, then no regular audit can be scheduled for that institution until the re-audit is performed. The following sections take you through the processes involved in reviewing audit information an audit for an institution/CCOP.

Query a Scheduled Audit

This section provides specific instructions for querying an audit that has already been scheduled. All user-entered information on the scheduled audit is available for review through this task. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

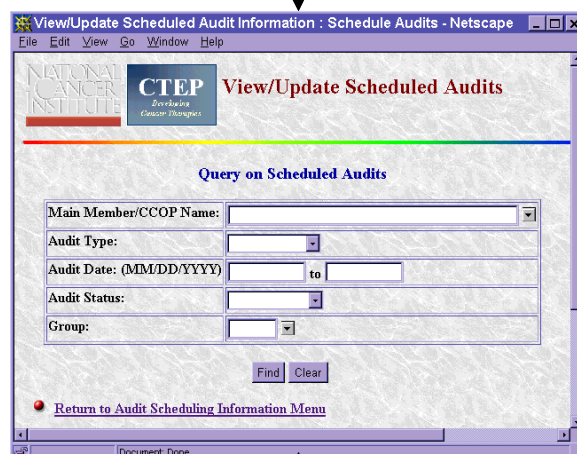
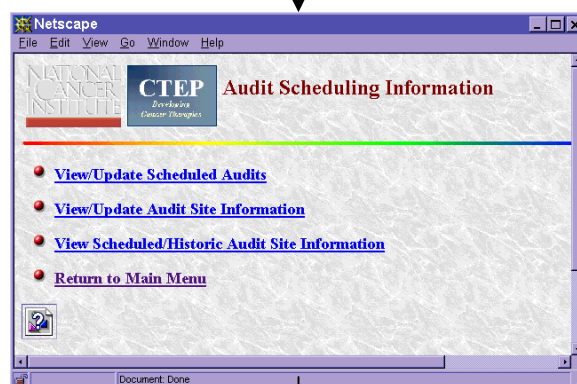
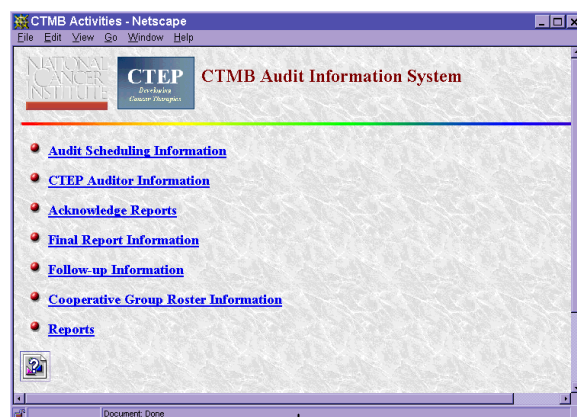
The *Audit Scheduling Information* window appears.

2. Select **View/Update Scheduled Audits** from the **Audit Scheduling Information** window.

The *Query on Scheduled Audits* window appears.

3. Click on the **Main Member/CCOP Name:** field down arrow to search for the main member/CCOP name.

The *List Of Values: Main Member/CCOP Name, Main Member/CCOP NCI Code* window appears.



4. Select the main member/CCOP name from the list on the left.

OR,

5. Type a known part of the name in the **Search criterion for Main Member/CCOP Name** field using the wildcard % for the unknown portion, select **Find**, and select the main member/CCOP name when it is found.

The *List Of Values: Main Member/CCOP Name, Main Member CCOP NCI Code* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Scheduled Audits* window.

6. Click on the **Audit Type:** down arrow and select **Routine audit** or **Reaudit**.

The selected audit type appears in the *Audit Type:* field.

Note: **Routine audit** is the default for this field.

7. Enter the beginning date of the audit in the first **Audit Date: (MM/DD/YYYY)** field.

The user-specified date appears in the first *Audit Date (MM/DD/YYYY):* field.

8. Enter the ending date of the audit in the next **Audit Date: (MM/DD/YYYY)** field.

The user-specified date appears in the next *Audit Date (MM/DD/YYYY):* field.

9. Click on the **Audit Status:** down arrow and select **Scheduled** or **Re-scheduled**.

The selected audit status appears in the *Audit Status:* field.

10. Click on the **Group:** down arrow to search for the group.

The *List Of Values: Group* window appears.

11. Select the Group name from the list on the left.

OR,

Main Member/CCOP Name	Main Member/CCOP NCI Code	City
ALASKA CLINIC	AK003	Fairbanks
ALBANY MEDICAL CENTER	NY117	ABINGTON
ALBANY MEDICAL COLLEGE	NY119	ALBANY

12. Type a known part of the name in the **Search criterion for Group** field using the wildcard % for the unknown portion, select **Find**, and select the group when it is found.

The *List Of Values: Group* window is removed from the screen and the selected name is displayed in *Group:* field of the *Query on Scheduled Audits* window.

13. Select **Find** from the bottom of the **Query on Scheduled Audits** window.

The *Scheduled Audits List* window is displayed with the audits that met the search criteria displayed.

Main Member/CCOP Name	Main Member/CCOP NCI Code	Audit City	Audit State	Audit Date	Group	Number of Sites Assigned	Lo As:
MAYO CLINIC-SCOTTSDALE	AZ020	Flagstaff	AZ	04/30/1999	SWOG	3	
MAYO CLINIC-SCOTTSDALE	AZ020			04/04/1999	SWOG	3	

Records 1 to 2 of 2

[ReQuery](#)

[Query](#)

Query Information on Audit Sites

Information on audit sites is available for review through the CTMB AIS. This section covers accessing the available information on audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

The *Audit Scheduling Information* window appears.

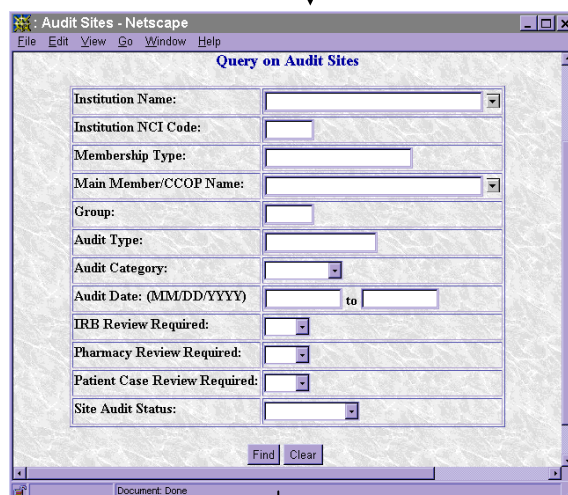
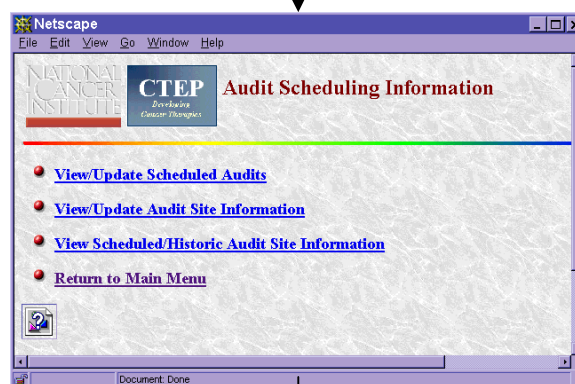
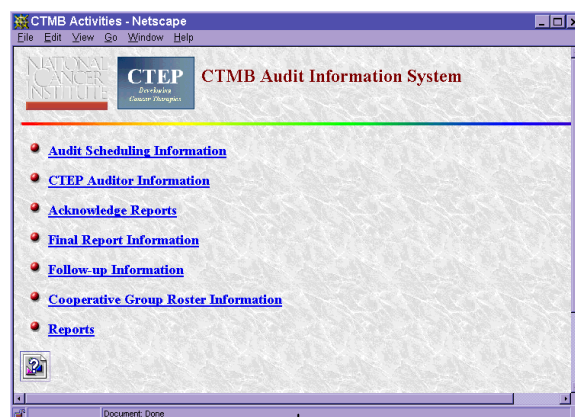
2. Select **View/Update Audit Site Information** from the **Audit Scheduling Information** window.

The *Query on Audit Sites* window appears.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Membership Type, Group* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of institution NCI code, membership type, and group.



4. Select the institution name from the list on the left.

OR

5. Type a part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Membership Type, Group* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:*, *Group:*, and the *Membership Type:* fields are automatically filled in for the selected institution name.

6. Click on the **Main Member/CCOP Name:** down arrow to search for the name.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date* window appears.

Note: Typing in the member name, instead of using the down arrow in this field, will not allow for automatic update of audit type and audit date.

7. Select the main member/CCOP name from the list on the left.

OR

List Of Values: Institution Name, Institution NCI Code, Membership Type, Group

Search criterion for Institution Name:

%

Institution Name	Institution NCI Code	Membership Type	Main Member/CCOP Name
AKRON GENERAL MEDICAL CENTER	OH053	Affiliate	CL
ALASKA CLINIC	AK003	Main Member	AL
ALBANY MEDICAL CENTER	NY117	Main Member	CE
ALBANY MEDICAL CENTER	NY117	Main Member	AT

Query on Audit Sites

Institution Name:

Institution NCI Code:

Membership Type:

Main Member/CCOP Name:

Group:

Audit Type:

Audit Category:

Audit Date: (MM/DD/YYYY) to

IRB Review Required:

Pharmacy Review Required:

Patient Case Review Required:

Site Audit Status:

List Of Values: Main Member/CCOP Name, Audit Type, Audit Date

Search criterion for Main Member/CCOP Name:

%

Main Member/CCOP Name	Main Member/CCOP NCI Code	Audit Type	Audit Date
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine	11/20

8. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired member name when it appears.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Audit Sites* window. The *Audit Type:* and the *Audit Date:* fields are automatically filled in for the selected member name.

Note: If more than one audit is scheduled for the member name you are selecting, ensure the dates match the audit you wish to query.

9. Click on the **Audit Category:** field down arrow and select **Treatment, Prevention, Combined,** or **UCOP.**

The selected audit category appears in the *Audit Category:* field.

10. Click on the **IRB Review Required:** field down arrow and select **Yes** or **No.**

The selected IRB review option appears in the *IRB Review Required:* field.

11. Click on the **Pharmacy Review Required:** field down arrow and select **Yes** or **No.**

The selected pharmacy review option appears in the *Pharmacy Review Required:* field.

12. Click on the **Patient Case Review Required:** field down arrow and select **Yes** or **No.**

The selected patient case review option appears in the *Patient Case Review Required:* field.

The screenshot shows a Netscape browser window titled "Audit Sites - Netscape". Inside is a form titled "Query on Audit Sites". The form has the following fields and values: Institution Name: ARIZONA CANCER CENTER; Institution NCI Code: A2027; Membership Type: Affiliate; Main Member/CCOP Name: MAYO CLINIC-SCOTTSDALE; Group: SWOG; Audit Type: Routine audit; Audit Category: Prevention; Audit Date: (MM/DD/YYYY) 04/30/1999 to; IRB Review Required: Yes; Pharmacy Review Required: Yes; Patient Case Review Required: Yes; Site Audit Status: (empty). At the bottom of the form are "Find" and "Clear" buttons. A black arrow points from the "Find" button down to the text of step 9.

13. Click on the **Site Audit Status:** field down arrow and select **Scheduled, Re-scheduled,** or **Ongoing.**

The selected site audit status appears in the *Site Audit Status:* field.

14. Select **Find** at the bottom of the *Query on Audit Sites* window to view the requested audit information..

The *Audit Sites* frame appears on the left side of the window and the *Audit Sites* frame listing information on the first audit in the left frame appears on the right side of the window.

Note: If **Find** is selected prior to entering known information about the audit sites to be queried, the entire list of audit sites will be displayed.

Institution Name	Institution NCI Code	Audit Category	Audit Date
ARIZONA CANCER CENTER	AZ027	Prevention	04/30/1999

Record 1 of 1

ReQuery

Query

[Return to Query Page](#)

Institution Name:	ARIZONA CAN
Institution NCI Code:	AZ027
Membership Type:	Affiliate
NSABP & SWOG only (Treatment/Prevention/UCOP):	Prevention
Main Member/CCOP Name:	MAYO CLINIC
Audit Type:	Routine audit
Audit Date:	04/30/1999
Audit Duration (in days):	2
Audit Location:	ARIZONA CAN
Audit City:	Flagstaff
Audit State:	AZ
Audit Zip Code:	86666
Country:	USA
Audit Category:	Prevention
IRB Review Required:	Yes
Pharmacy Review Required:	Yes

15. At this point, the **Site Auditors** and **Co-Site Auditors** may be reviewed if required. You may also select to view or print the preliminary report using **Acrobat Reader**.

16. Select the institution name for the audit sites you wish to review from the list on the left.

The *selected institution name* is displayed in the right frame with detailed audit site information.

17. Select **Site Auditors** from the bottom of the right frame.

The *Site Auditors* frame list appears on the left side of the window and the *Site Auditors* frame listing information on the first auditor in the left frame appears on the right side of the window.

Audit Sites - Netscape

File Edit View Go Window Help

Audit Sites

Institution Name	Institution NCI Code	Audit Category
ARIZONA CANCER CENTER	AZ027	Prevention

Record 1 of 1

ReQuery

Query

Return to Query Page

Audit Zip Code: 86666

Country: USA

Audit Category: Prevention

Off-Site: No

IRB Review Required: Yes

Pharmacy Review Required: Yes

Patient Case Review Required: Yes

Cosite Visitor: None

Site Audit Status: Scheduled

Save Delete Clear

Site Auditors

Co-Site Auditors

View/Print Preliminary Report

Audit Sites - Netscape

File Edit View Go Window Help

Audit Sites

Institution Name	Institution NCI Code	Audit Category
ARIZONA CANCER CENTER	AZ027	Prevention

Record 1 of 1

ReQuery

Query

Return to Query Page

Success!
Row updated

Institution Name: ARIZONA C/ CENTER

Institution NCI Code: AZ027

Membership Type: Affiliate

NSABP & SWOG only (Treatment/Prevention/UCOP): Prevention

Main Member/CCOP Name: MAYO CLINIC-SCO

Audit Type: Routine audit

Audit Date: 04/30/1999

Audit Duration (in days): 2

Audit Location: ARIZONA C/ CENTER

Audit City: Flagstaff

Audit Sites - Netscape

File Edit View Go Window Help

Audit Sites

Institution Name	Institution NCI Code	Audit Category	Audit Date
ARIZONA CANCER CENTER	AZ027	Prevention	04/30/1

Record 1 of 1

ReQuery

Query

Return to Query Page

Country: USA

Audit Category: Prevention

IRB Review Required: Yes

Pharmacy Review Required: Yes

Patient Case Review Required: Yes

Cosite Visitor: None

Comments:

Site Audit Status: Scheduled

Save Clear

Site Auditors

Co-Site Auditors

View/Print Preliminary Report

All data elements that are mandatory are in bold and that are optional are in italic

18. Select **Co-Site Auditors** from the bottom of the left frame.

The *Co-Site Auditors* frame list appears on the left side of the window and the *Co-Site Auditors* frame listing information on the first auditor in the left frame appears on the right side of the window.

Note: You may delete a selected Co-Site auditor at this point.



View Scheduled/Historic Audit Site Information

You may view all scheduled and historic audit site information through the CTMB AIS. This section covers accessing and reviewing the scheduled and historic information on audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

19. Select **Audit Scheduling Information** from the **CTMB Audit Information System** window.

The *Audit Scheduling Information* window appears.

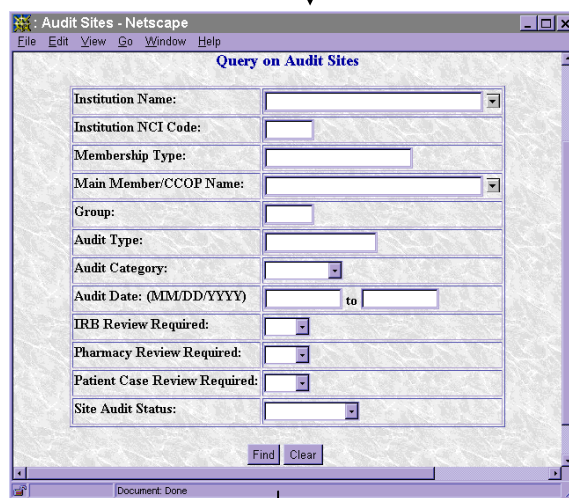
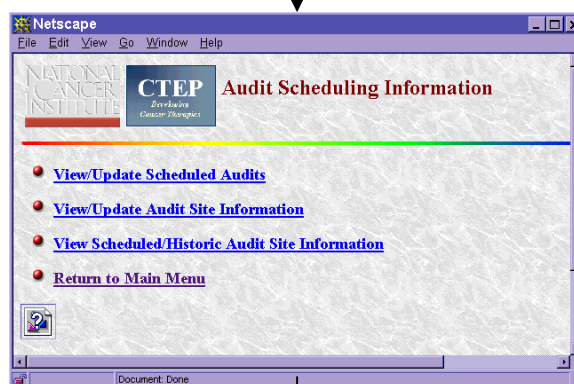
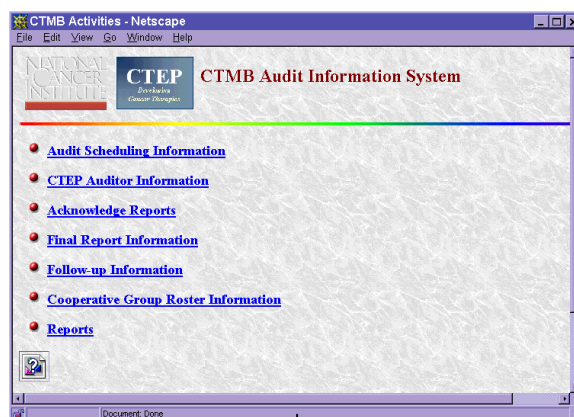
20. Select **View Scheduled/Historic Audit Site Information** from the **Audit Scheduling Information** window.

The *Query on Audit Sites* window appears.

21. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Membership Type, Group* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of institution NCI code, membership type, and group.



22. Select the institution name from the list on the left.

OR

23. Type a part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Membership Type, Group* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Audit Sites* window. The *Institution NCI Code:*, *Membership Type:*, and the *Membership Type:* fields are automatically filled in for the selected institution name.

24. Click on the **Main Member/CCOP Name:** down arrow to search for the name.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date* window appears.

Note: Typing in the member name, instead of using the down arrow in this field, will not allow for automatic update of audit type and audit date.

25. Select the main member/CCOP name from the list on the left.

OR

List Of Values: Institution Name, Institution NCI Code, Membership Type, Group

Search criterion for Institution Name:

%

Institution Name	Institution NCI Code	Membership Type	Membership Group
AKRON GENERAL MEDICAL CENTER	OH053	Affiliate	CL
ALASKA CLINIC	AK003	Main Member	AL
ALBANY MEDICAL CENTER	NY117	Main Member	AL
ALBANY MEDICAL CENTER	NY117	Main Member	AL

Query on Audit Sites

Institution Name:

Institution NCI Code:

Membership Type:

Main Member/CCOP Name:

Group:

Audit Type:

Audit Category:

Audit Date: (MM/DD/YYYY) to

IRB Review Required:

Pharmacy Review Required:

Patient Case Review Required:

Site Audit Status:

List Of Values: Main Member/CCOP Name, Audit Type, Audit Date

Search criterion for Main Member/CCOP Name:

%

Main Member/CCOP Name	Main Member/CCOP NCI Code	Audit Type	Audit Date
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine audit	11/19
ALASKA CLINIC	AK003	Routine	11/20

26. Type a known part of the name in the **Search criterion for Main Member/CCOP Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired member name when it appears.

The *List Of Values: Main Member/CCOP Name, Audit Type, Audit Date* window is removed from the screen and the selected name is displayed in the *Main Member/CCOP Name:* field of the *Query on Audit Sites* window. The *Audit Type:* and the *Audit Date:* fields are automatically filled in for the selected member name.

Note: If more than one audit is scheduled for the member name you are selecting, ensure the dates match the audit you wish to query.

The screenshot shows a Netscape browser window titled "Audit Sites - Netscape". Inside is a form titled "Query on Audit Sites". The form has the following fields and values: Institution Name: ARIZONA CANCER CENTER; Institution NCI Code: A2027; Membership Type: Affiliate; Main Member/CCOP Name: MAYO CLINIC-SCOTTSDALE; Group: SWOG; Audit Type: Routine audit; Audit Category: Prevention; Audit Date: (MM/DD/YYYY) 04/30/1999 to; IRB Review Required: Yes; Pharmacy Review Required: Yes; Patient Case Review Required: Yes; Site Audit Status: (empty). At the bottom of the form are "Find" and "Clear" buttons. An arrow points from the "Find" button to the next step in the instructions.

27. Click on the **Audit Category:** field down arrow and select **Treatment, Prevention, Combined,** or **UCOP.**

The selected audit category appears in the *Audit Category:* field.

28. Click on the **IRB Review Required:** field down arrow and select **Yes** or **No.**

The selected IRB review option appears in the *IRB Review Required:* field.

29. Click on the **Pharmacy Review Required:** field down arrow and select **Yes** or **No.**

The selected pharmacy review option appears in the *Pharmacy Review Required:* field.

30. Click on the **Patient Case Review Required:** field down arrow and select **Yes** or **No.**

The selected patient case review option appears in the *Patient Case Review Required:* field.

31. Click on the **Site Audit Status:** field down arrow and select **Scheduled, Re-scheduled,** or **Ongoing.**

The selected site audit status appears in the *Site Audit Status:* field.

32. Select **Find** at the bottom of the *Query on Audit Sites* window to view the requested audit information..

The *Audit Sites* frame appears on the left side of the window and the *Audit Sites* frame listing information on the first audit in the left frame appears on the right side of the window.

Note: If **Find** is selected prior to entering known information about the audit sites to be queried, the entire list of audit sites will be displayed.

You may select Auditors from the bottom of the right frame at this point if you wish to review or update the auditors assigned to the site.

Query on Audit Sites

Institution Name:	ARIZONA CANCER CENTER
Institution NCI Code:	A2027
Membership Type:	Affiliate
Main Member/CCOP Name:	HAYO CLINIC-SCOTTSDALE
Group:	SWOG
Audit Type:	Routine audit
Audit Category:	Prevention
Audit Date: (MM/DD/YYYY)	04/30/1999 to
IRB Review Required:	Yes
Pharmacy Review Required:	Yes
Patient Case Review Required:	Yes
Site Audit Status:	Scheduled

Find Clear

Audit Sites

Institution Name	Institution NCI Code	Audit Category
MAIMONIDES MEDICAL CENTER	NY076	Combined
BETH ISRAEL MEDICAL CENTER	NY003	Combined
BETH ISRAEL MEDICAL CENTER	NY003	Combined
ALBERT EINSTEIN COLL OF MED	NY043	Combined
ALBERT EINSTEIN COLL OF MED	NY043	Combined
ALBERT EINSTEIN COLL OF MED	NY043	Combined

Audit Sites

Institution Name:	MAIMONIDES MEDICAL CENTER
Institution NCI Code:	NY076
Membership Type:	Affiliate
Main Member/CCOP Name:	ALBERT EINSTEIN COLL OF MED
Audit Type:	Routine audit
Audit Date:	12/17/1998
Audit Duration (in days):	5
Audit Category:	Combined
Off-Site:	Yes
IRB Review Required:	Yes
Pharmacy Review Required:	Yes
Patient Case Review Required:	Yes
Costs/Vision:	None

Managing CTEP Auditors

All auditor names and particulars for auditor sites may be viewed through the CTMB AIS. Auditors may also be added and deleted as required. The following sections take you through the processes involved in managing CTEP auditors.

Add a CTEP Auditor

CTEP auditors may be added to the group of auditors currently listed on the CTMB AIS. This section covers adding a new auditor to the auditor list.

1. Select **CTEP Auditor Information** from the **CTMB Audit Information System** window.

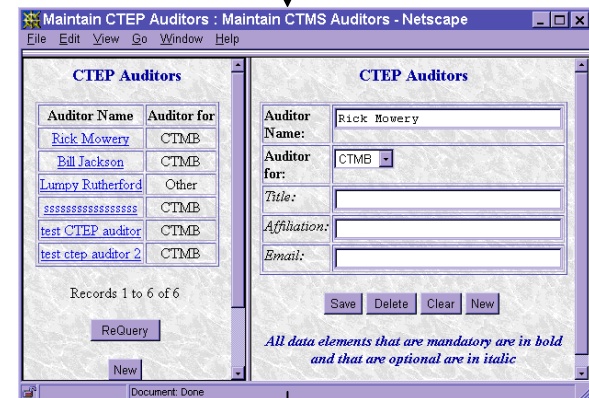
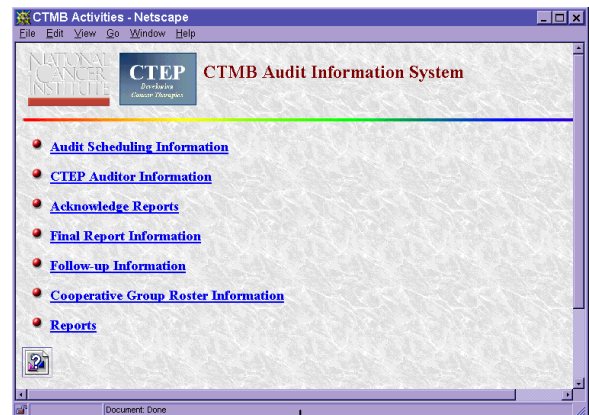
The *CTEP Auditor Information* window appears.

2. Select **Maintain CTEP Auditor List** from the **CTEP Auditor Information** window.

The *CTEP Auditors* frame appears on the left side of the window listing the available auditors, and the *CTEP Auditors* frame on the right provides specific information on the first auditor in the list.

3. Select **New** from the bottom of the right *CTEP Auditors* frame.

The right frame provides a blank entry area for the new auditor information.



4. Type auditor name in the **Auditor Name:** field.
 5. Type the organization the auditor is associated with in the **Auditor for:** field.
 6. Type auditor title in the **Title:** field.
 7. Type auditor affiliation in the **Affiliation:** field.
 8. Type auditor email address in the **Email:** field.
 9. Select **Save** from the bottom of the right frame.
- Success is indicated and the new auditor information is displayed in the right frame.
10. Select **ReQuery** from the bottom of the left **CTEP Auditors** frame to update the list to include your new addition.

The left *CTEP Auditors* List frame displays the new auditor information.

Note: You may need to use the **Next** option to scroll through the list of auditors to view your new addition.

CTEP Auditors

Auditor Name	Auditor for
Rick Mowery	CTMB
Bill Jackson	CTMB
Lumpy Rutherford	Other
ssssssssssssssssss	CTMB
test CTEP auditor	CTMB
test ctep auditor 2	CTMB

Records 1 to 6 of 6

[ReQuery](#) [New](#)

Add New Auditor

Enter values for new Maintain CTEP Auditors record

Auditor Name:

Auditor for:

Title:

Affiliation:

Email:

[Save](#) [Clear](#)

All data elements that are mandatory are in bold

CTEP Auditors

Auditor Name	Auditor for
Rick Mowery	CTMB
Bill Jackson	CTMB
Lumpy Rutherford	Other
ssssssssssssssssss	CTMB
test CTEP auditor	CTMB
test ctep auditor 2	CTMB
Jack Doe	Other

Records 1 to 7 of 7

[ReQuery](#)

CTEP Auditors

Success!

Row inserted

Auditor Name:

Auditor for:

Title:

Affiliation:

Email:

[Save](#) [Delete](#) [Clear](#) [New](#)

Delete a CTEP Auditor

CTEP auditors may be deleted from the group of auditors currently listed on the CTMB AIS. This section covers deleting an auditor from the auditor list.

1. Select **CTEP Auditor Information** from the **CTMB Audit Information System** window.

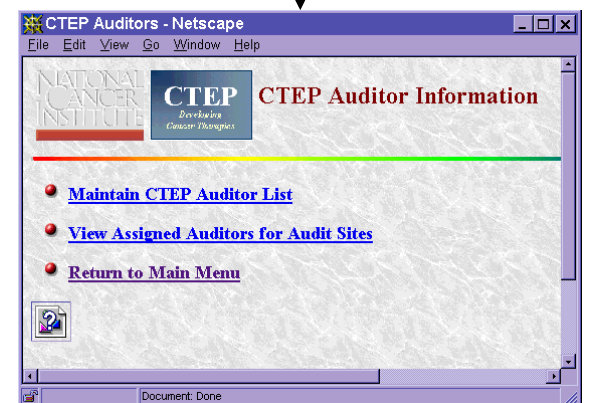
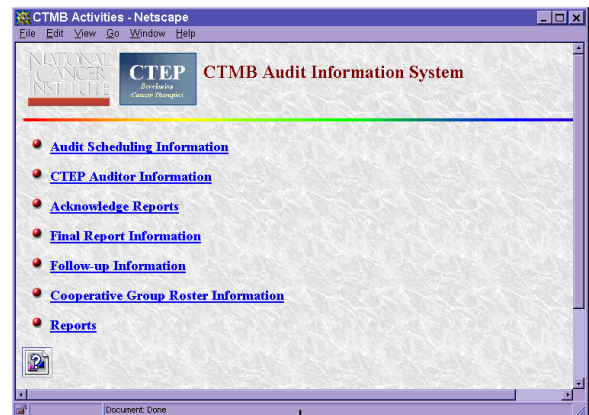
The *CTEP Auditor Information* window appears.

2. Select **Maintain CTEP Auditor List** from the **CTEP Auditor Information** window.

The *CTEP Auditors* frame appears on the left side of the window listing the available auditors, and the *CTEP Auditors* frame on the right provides specific information on the first auditor in the list.

3. Select the auditor you wish to delete from the left frame.

The selected auditor information is displayed in the right frame.



4. Select **Delete** from the bottom of the right frame to delete the displayed auditor from the auditor list.

The *Please confirm the delete* dialog box appears.

Select **OK** to delete the selected auditor from the list.

Note: You may select **Cancel** to stop the deletion.

The *CTEP Auditors* frame indicates that the deletion was successful.

Note: You may select ReQuery from the bottom of the Cooperative Group Auditor List frame on the left to view the updated auditor list.

The screenshot shows a Netscape browser window titled 'Maintain CTEP Auditors : Maintain CTMS Auditors - Netscape'. The browser has a menu bar with 'File', 'Edit', 'View', 'Go', 'Window', and 'Help'. The main content area is divided into two frames, both titled 'CTEP Auditors'.

The left frame contains a table with two columns: 'Auditor Name' and 'Auditor for'. The table lists seven auditors: Rick Mowery (CTMB), Bill Jackson (CTMB), Lumpy Rutherford (Other), a row of asterisks (CTMB), test CTEP auditor (CTMB), test ctep auditor 2 (CTMB), and Jack Doe (Other). Below the table, it says 'Records 1 to 7 of 7' and there is a 'ReQuery' button.

The right frame contains a form for editing an auditor's details. The fields are: Auditor Name (Jack Doe), Auditor for (Other), Title (Auditor), Affiliation (CTEP), and Email (Jdoe@ctisinc.com). Below the form are buttons for 'Save', 'Delete', 'Clear', and 'New'. At the bottom of the frame, a note states: 'All data elements that are mandatory are in bold and that are optional are in italic'.

View Assigned Auditors for Audit Sites

You may view all auditors assigned at audit sites. This section covers accessing and reviewing the available information on specific auditors at audit sites. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **CTEP Auditor Information** from the **CTMB Audit Information System** window.

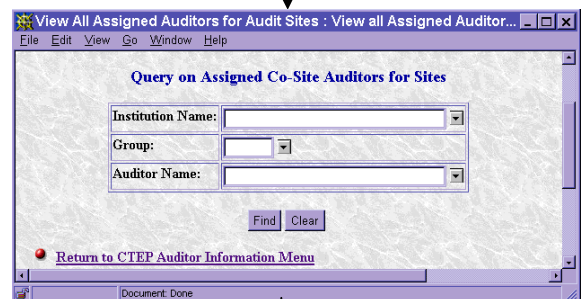
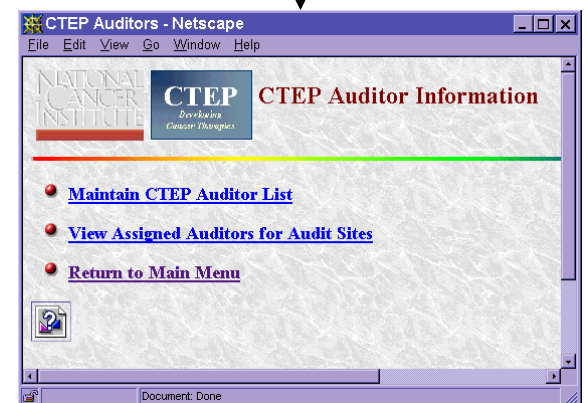
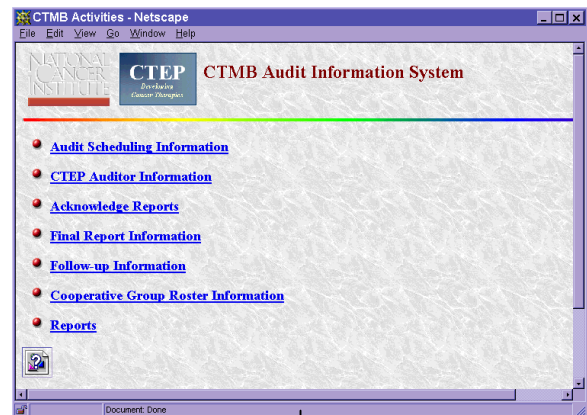
The *CTEP Auditor Information* window appears.

2. Select **View Assigned Auditors for Audit Sites** from the **CTEP Auditor Information** window.

The *Query on Assigned CoSite Auditors for Sites* window appears.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name* window appears.



4. Select the institution name from the **Institution Name** list on the left that corresponds to the institution you are searching for.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired member name when it appears.

The *List Of Values: Institution Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Assigned Co-Site Auditors for Sites* window.

6. Click on the **Group:** down arrow to search for the desired auditor.

The *List Of Values: Group* window appears.

7. Select the group from the **Group** list on the left.

OR

Type a known part of the group name in the **Search criterion for Group:** field using the wildcard % for the unknown portion, select **Find**, and select the desired group when it appears.

The *List Of Values: Group* window is removed from the screen and the selected name is displayed in the *Group:* field of the *Query on Assigned Co-Site Auditors for Sites* window.

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
ALASKA CLINIC	AK003	Routine audit	Prevention	11/11/199
BAPTIST MED CTR	AL028	Routine audit	UCOP	12/04/199
BREA COMMUNITY HOSPITAL	CA275	Routine audit	Treatment	11/20/199

- Click on the **Auditor Name:** down arrow to search for the desired auditor.

The *List Of Values: Auditor Name, Id* window appears.

- Select the auditor name from the **Auditor Name** list on the left.

OR

Type a known part of the auditor name in the **Search criterion for Auditor Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired auditor name when it appears.

The *List Of Values: Auditor Name, ID* window is removed from the screen and the selected name is displayed in the *Auditor Name:* field of the *Query on Assigned Co-Site Auditors for Sites* window.

View All Assigned Auditors for Audit Sites : View all Assigned Auditor...

File Edit View Go Window Help

Query on Assigned Co-Site Auditors for Sites

Institution Name: ALASKA CLINIC

Group: ECOG

Auditor Name:

Find Clear

Return to CTEP Auditor Information Menu

Document: Done

List Of Values: Auditor Name, Id - Netsc...

List Of Values: Auditor Name, Id

Search criterion for Auditor Name:

% Find Close

Auditor Name	Auditor for	Title	Affiliation	Email
Bill Jackson	CTMB	CTMB Auditor	CTEP	b.jackson@at
Jack Doe	Other	Auditor	CTEP	J.doe@ctisinc
Lumpy Rutherford	Other			
Rick Mowery	CTMB			
ssssssssssssssssss	CTMB	sf	fsdfds	sfd
test CTEP auditor	CTMB			

View All Assigned Auditors for Audit Sites : View all Assigned Auditor...

File Edit View Go Window Help

Query on Assigned Co-Site Auditors for Sites

Institution Name: ALASKA CLINIC

Group: ECOG

Auditor Name: Jack Doe

Find Clear

Return to CTEP Auditor Information Menu

Document: Done

10. Select **Find** at the bottom of the **Query on Assigned Co-Site Auditors for Sites** window to view the requested information.

The **Assigned CTEP Auditors for Sites** frame listing all assigned auditors appears on the left of the window and the **Assigned CTEP Auditors for Sites** frame listing specifics on the first auditor in the left frame appears on the right.

Note: If **Find** is selected prior to entering known information about the assigned auditors, the entire list of auditors will be displayed. You may choose an institution name from the left frame to view the assigned auditors for that institution.

Institution Name	Institution NCI Code	Audit Category
Coney Island Hospital	NY078	Combined
MIAMI VALLEY HOSPITAL	OH084	Treatment
WHITE COUNTY MEMORIAL HOSPITAL	IN060	Treatment
CENTURY CITY HOSPITAL	CA399	Treatment

Institution Name:	Coney Island Hospital
Institution NCI Code:	NY078
Audit Type:	Routine audit
Audit Category:	Combined
Audit Date:	11/18/1998
Main Member/CCOP Name:	ALBERT EINSTEIN COLL. OF MED
Group:	ECOG
Auditor Name:	Rick Mowery
Auditor for:	CTMB

All data elements that are mandatory are in bold and that are optional are in italic

Acknowledging Reports

Preliminary and Final reports must be acknowledged. Through this system, you may acknowledge Preliminary and Final Reports and review the acknowledgement of both.

Acknowledge Preliminary Reports

Preliminary reports must be acknowledged upon submission of the report. This section covers acknowledging Preliminary reports.

1. Select **Acknowledge Reports** from the **CTMB Audit Information System** window.

The *Acknowledge Reports* window appears.

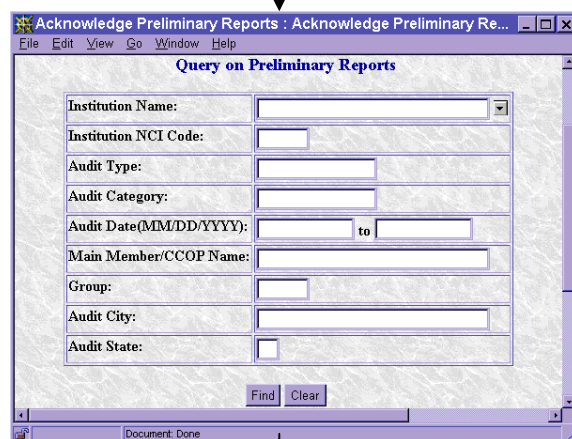
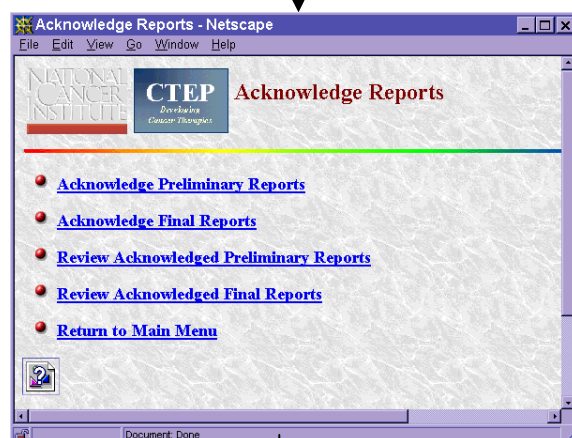
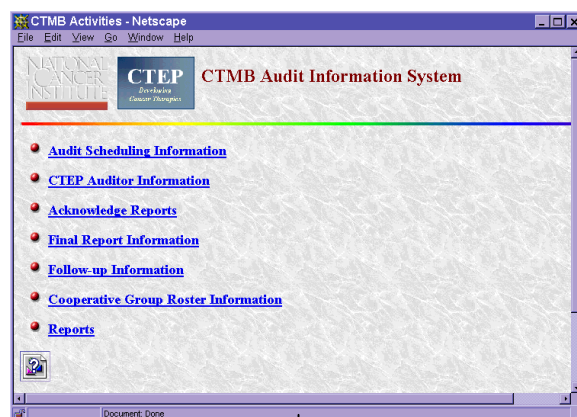
2. Select **Acknowledge Preliminary Reports** from the **Acknowledge Reports** window.

The *Query on Preliminary Reports* window is displayed.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Preliminary Reports* frame. All fields are automatically filled in on this window.

6. Select **Find** at the bottom of the **Query on Preliminary Reports** window to view the requested information.

The **Preliminary Reports** frame listing all Preliminary reports appears on the left of the window and the **Preliminary Reports** frame listing specifics on the report in the left frame appears on the right.

Note: If **Find** is selected prior to entering known information about the report, the entire list of reports will be displayed. You may choose an institution name from the left frame to view the Preliminary reports for that institution.

List Of Values: Institution Name, , Institution NCI Code, Audit Type, Audit Category, Audit Date(MM/DD/YYYY), Main Member/CCOP Name, Group, Audit City, Audit State

Search criterion for Institution Name:

%

Institution Name	Institution NCI Code	Audit Type	Audit Category
ALASKA CLINIC	AK003	Routine	Prevention

Query on Preliminary Reports

Institution Name: JOHN WAYNE CAN INST

Institution NCI Code: CA292

Audit Type: Routine audit

Audit Category: Treatment

Audit Date(MM/DD/YYYY): 11/11/1997 to

Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER

Group: SWOG

Audit City:

Audit State:

Preliminary Reports

Institution Name	Institution NCI Code	Audit Category
MAIMONIDES MEDICAL CENTER	NY076	Comt
ALBERT EINSTEIN COLL OF MED	NY043	Comt
ALBERT EINSTEIN COLL OF MED	NY043	Comt
ALBERT EINSTEIN	NY043	Comt

Preliminary Reports

Institution Name: MAIMONIDES MEDICAL CENTER

Institution NCI Code: NY076

Audit Type: Routine audit

Audit Date: 12/17/1998

Audit Duration (in days): 5

Audit Category: Combined

IRB Review Required: Yes

Pharmacy Review Required: Yes

7. Type any comments in the **Review Comments:** field on the right.
8. Select **Save** from the bottom of the right frame.

Success is indicated in the *Preliminary Reports* frame on the right.

Institution Name	Institution NCI Code	Audit Date
MAIMONIDES MEDICAL CENTER	NY076	Comt
ALBERT EINSTEIN COLL OF MED	NY043	Comt
ALBERT EINSTEIN COLL OF MED	NY043	Comt
ALBERT EINSTEIN	NY043	Comt

Acknowledge Preliminary Reports

Audit City: _____
 Audit State: _____
 Audit Zip Code: _____
 Group: ECOG
 Preliminary Report Received Date: 12/18/1998
 Preliminary Report Reviewed By: CTMB&IS
 Review Comments: _____
[Expand](#)
[Comments](#)
 Save Clear

Acknowledge Final Reports

Final reports must be acknowledged upon submission of the report. This section covers acknowledging Final reports.

1. Select **Acknowledge Reports** from the **CTMB Audit Information System** window.

The *Acknowledge Reports* window appears.

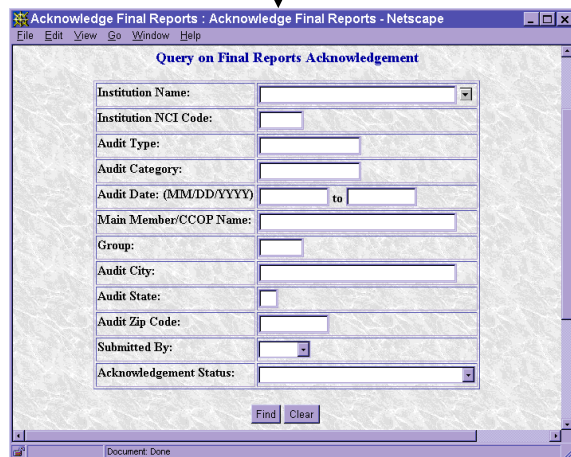
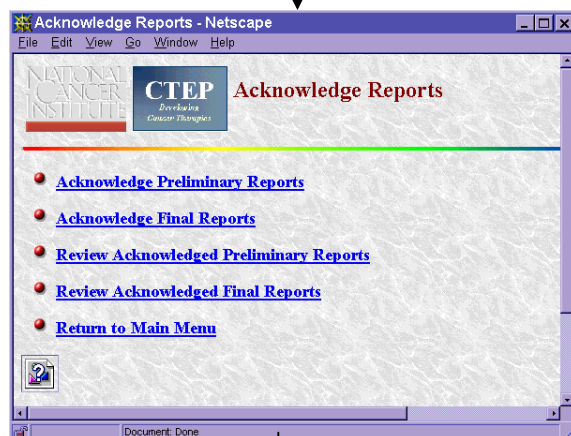
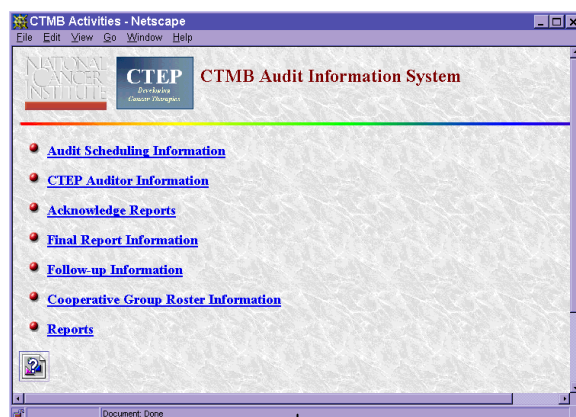
2. Select **Acknowledge Final Reports** from the **Acknowledge Reports** window.

The *Query on Final Reports Acknowledgement Status* window is displayed.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit State, Audit City, Audit Zip Code* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit State, Audit City, Audit Zip Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Reports Acknowledgement Status* frame. All fields except the last two are automatically filled in on this window.

6. Click on the **Submitted By:** down arrow and select **Other**, **CTMB**, **CTMS**, or **Group**.

The selected organization is displayed in the *Submitted By:* field.

7. Click on the **Acknowledgement Status:** down arrow select one of the acknowledgement options.

The selected acknowledgement status is displayed in the *Acknowledgement Status:* field.

8. Select **Find** at the bottom of the **Query on Final Reports Acknowledgement** window to view the requested information.

The **Acknowledge Final Reports** frame listing all Final reports appears on the left of the window and the **Acknowledge Final Reports** frame listing specifics on the report in the left frame appears on the right.

Note: If **Find** is selected prior to entering known information about the report, the entire list of reports will be displayed. You may choose an institution name from the left frame to view the Preliminary reports for that institution.

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
ALASKA CLINIC	AK003	Routine audit	Prevention	11/11/1997
BAPTIST MED	AL028	Reaudit	UCOP	11/18/1997

Query on Final Reports Acknowledgement

Institution Name:

Institution NCI Code:

Audit Type:

Audit Category:

Audit Date: (MM/DD/YYYY) to

Main Member/CCOP Name:

Group:

Audit City:

Audit State:

Audit Zip Code:

Submitted By:

Acknowledgement Status:

Acknowledge Final Reports

Institution Name	Institution NCI Code	Audit Category	Audit Date
ALASKA CLINIC	AK003	Prevention	11/11/1997

Record 1 of 1

[Group Final Reports](#)

[Co-Site Final Reports](#)

[Return to Query Page](#)

Acknowledge Final Reports

Institution Name: ALASKA CLINIC

Institution NCI Code: AK003

Audit Type: Routine audit

Audit Category: Prevention

Audit Date: 11/11/1997

Main Member/CCOP Name: ALASKA CLINIC

Group: SWOG

Audit City: Seattle

Audit State: WA

Audit Zip Code: 98097

IRB Review Required: Yes

Pharmacy Review Required: Yes

Patient Case: Yes

9. Type any comments in the **CTMB's Comments for Groups/CTMS:** field on the right.
10. Type any comments in the **CTMB Internal Comments:** field on the right.
11. Select **Save** from the bottom of the right frame.

Success is indicated in the *Preliminary Reports* frame on the right.

Note: You may choose to review **Group Final Reports** or **Co-Site Final Reports** at this time by selecting one of these options from the left frame.

Institution Name	Institution NCI Code	Audit Category	Audit Date
ALASKA CLINIC	AK003	Prevention	11/11/

Record 1 of 1

ReQuery

Query

Group Final Reports

Co-Site Final Reports

Return to Query Page

Required: Pharmacy Review: Yes

Required: Patient Case Review: Yes

Submitted By: Group

Acknowledgement Status: Received but not acknowledged

CTMB's Comments for Groups/CTMS: ABCDE

CTMB Internal Comments: ABCDE

Save Clear

All data elements that are mandatory are in bold and that are optional are in italic.

Success!

Row updated

Institution Name: ALASKA CLINIC

Institution NCI Code: AK003

Audit Type: Routine audit

Audit Category: Prevention

Audit Date: 11/11/1997

Main Member/CCOP Name: ALASKA CLINIC

Group: SWOG

Audit City: Seattle

Audit State: WA

Audit Zip Code: 90897

IRB Review Required: Yes

Review Acknowledged Preliminary Reports

Acknowledged Preliminary reports may be reviewed. This section covers reviewing acknowledged Preliminary reports.

1. Select **Acknowledge Reports** from the **CTMB Audit Information System** window.

The *Acknowledge Reports* window appears.

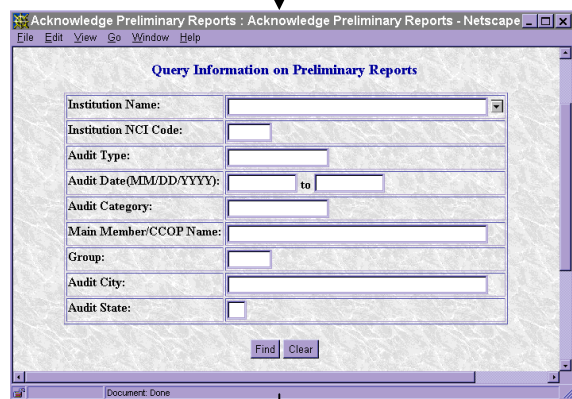
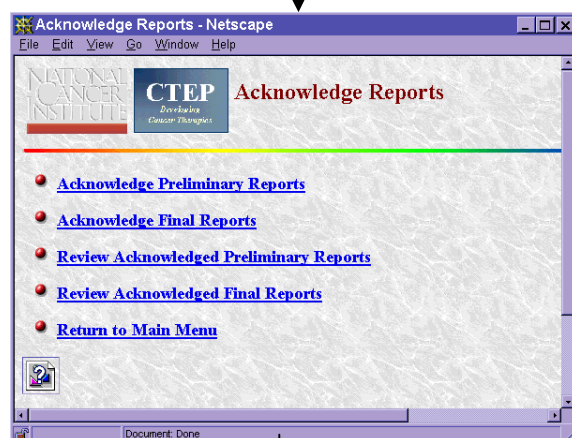
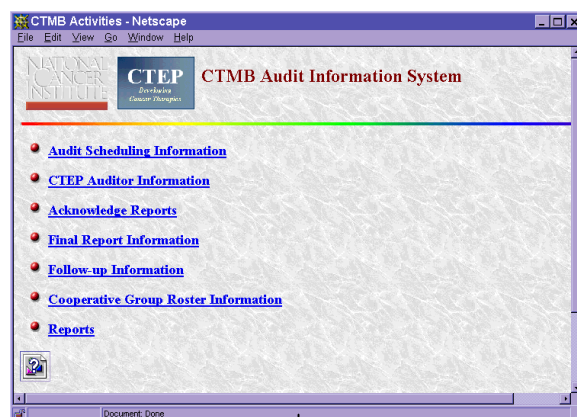
2. Select **Review Acknowledged Preliminary Reports** from the **Acknowledge Reports** window.

The *Query Information on Preliminary Reports* window is displayed.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Audit Type, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State, Institution NCI Code, Audit Category* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Audit Type, Audit Date, Main Member/CCOP Name, Group, Audit City, Audit State, Institution NCI Code, Audit Category* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query Information on Preliminary Reports* frame. All fields are automatically filled in on this window.

6. Select **Find** at the bottom of the **Query Information on Preliminary Reports** window to view the requested information.

The **Preliminary Reports** frame listing all Preliminary reports appears on the left of the window and the **Preliminary Reports** frame listing specifics on the report in the right frame appears on the right.

Note: If **Find** is selected prior to entering known information about the report, the entire list of reports will be displayed. You may choose an institution name from the left frame to view the Preliminary reports for that institution.

Note: You may modify and save any comments in the right frame at this time.

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
AKRON GENERAL	OH053	Routine	UCOP	11/16/1998

Query Information on Preliminary Reports

Institution Name: NORTHEAST AL REG MEDICAL CTR
 Institution NCI Code: AL032
 Audit Type: Reaudit
 Audit Date(MM/DD/YYYY): 11/16/1998 to
 Audit Category: UCOP
 Main Member/CCOP Name: NORTHEAST AL REG MEDICAL CTR
 Group: SWOG
 Audit City:
 Audit State:

Find Clear

Preliminary Reports

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
NORTHEAST AL REG MEDICAL CTR	AL032	UCOP	UCOP	11/16/1998

Record 1 of 1

ReQuery
Query
[Return to Query Page](#)

Preliminary Reports

Institution Name: NORTHEAST AL REG MEDICAL CTR
 Institution NCI Code: AL032
 Audit Type: Reaudit
 Audit Date: 11/16/1998
 Audit Duration (in days): 5
 Audit Category: UCOP
 IRB Review Required: Yes
 Pharmacy Review Required: Yes
 Patient Case Required: Yes

Review Acknowledged Final Reports

Acknowledged Final reports may be reviewed. This section provides the details for reviewing acknowledged Final reports.

1. Select **Acknowledge Reports** from the **CTMB Audit Information System** window.

The *Acknowledge Reports* window appears.

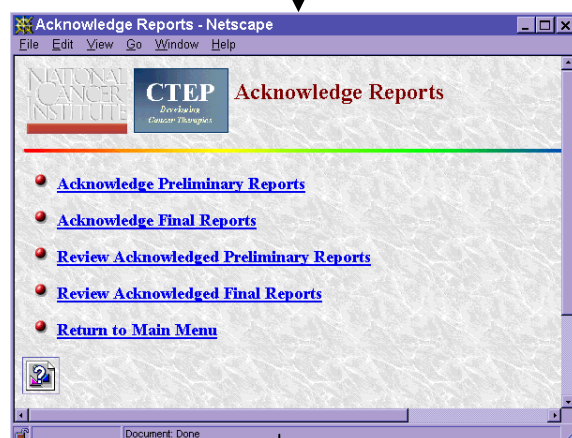
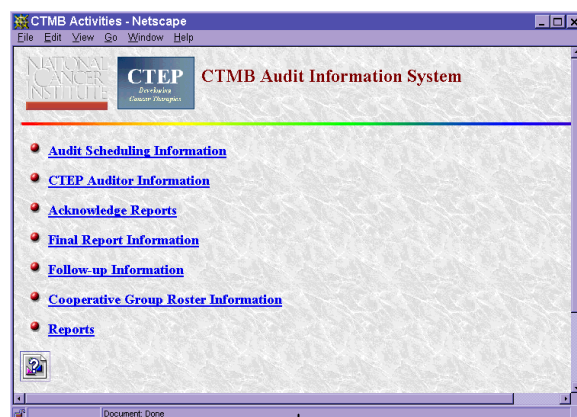
2. Select **Review Acknowledged Final Reports** from the **Acknowledge Reports** window.

The *Query on Acknowledged Final Reports* window is displayed.

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit State, Audit Zip Code, Audit City* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name, Group, Audit State, Audit Zip Code, Audit City* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Acknowledged Final Reports* frame. All fields except the last two are automatically filled in on this window.

6. Click on the **Submitted By:** down arrow and select **Other**, **CTMB**, **CTMS**, or **Group**.

The selected organization is displayed in the *Submitted By:* field.

7. Click on the **Acknowledgement Status:** down arrow select one of the acknowledgement options.

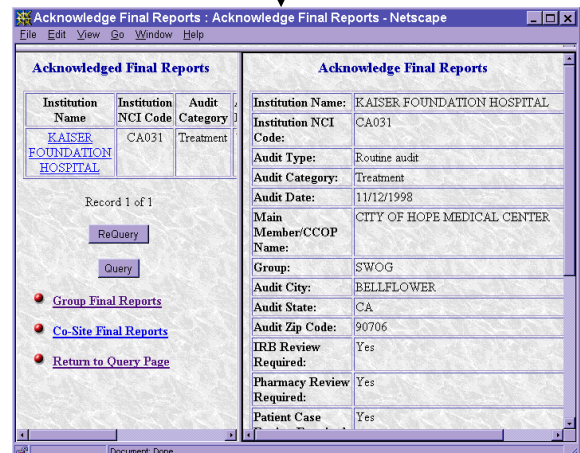
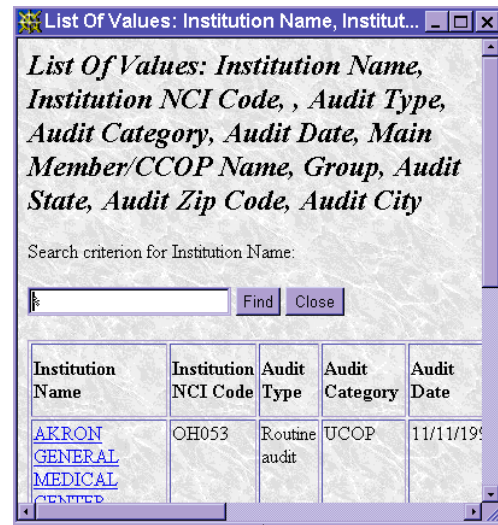
The selected acknowledgement status is displayed in the *Acknowledgement Status:* field.

8. Select **Find** at the bottom of the **Query on Acknowledged Final Reports** window to view the requested information.

The **Acknowledge Final Reports** frame listing all Final reports appears on the left of the window and the **Acknowledge Final Reports** frame listing specifics on the report in the left frame appears on the right.

Note: If **Find** is selected prior to entering known information about the report, the entire list of reports will be displayed. You may choose an institution name from the left frame to view the Preliminary reports for that institution.

Note: You may modify and save any comments in the right frame at this time.



Submitting Final Reports

Final reports for all audits must be submitted through the CTMB AIS. Through this system, you may submit CTEP Final Reports, and review group and co-site final reports that have already been submitted.

View Submitted Group Final Reports

You may review Group Final Reports that have been submitted. This section covers reviewing these reports. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

The *Final Report Information* window appears.

2. Select **View Submitted Group Final Reports** from the **Final Report Information** window.

The *Query on Final Report Information* window appears.

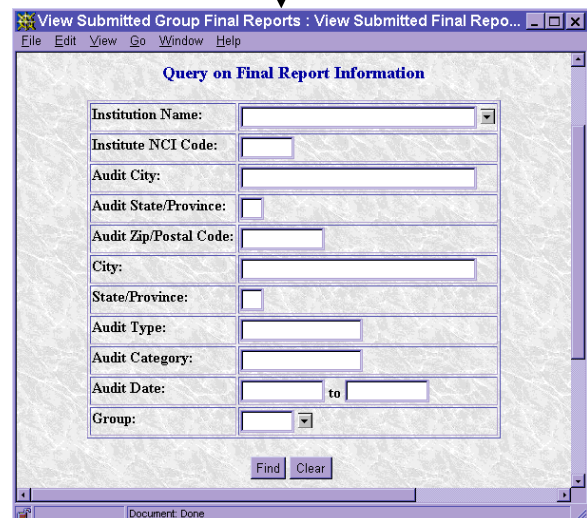
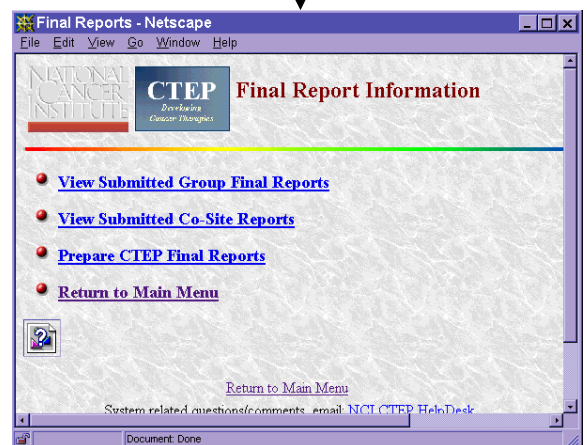
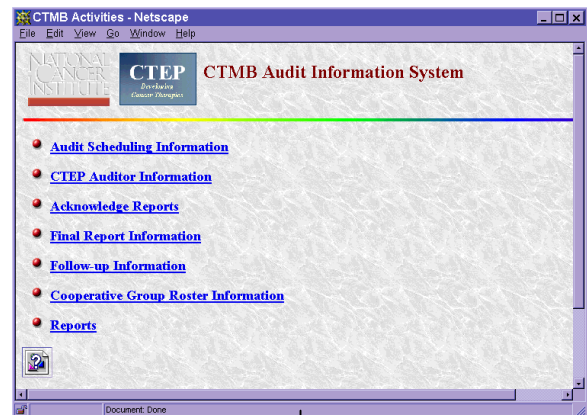
3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State/Province, Audit Zip/Postal Code, City, State/Province, Audit Type, Audit Category, Audit Start Date* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

OR



- Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State/Province, Audit Zip/Postal Code, City, State/Province, Audit Type, Audit Category, Audit Start Date* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report Information* window. All fields are automatically filled in for the selected institution name, except for the *Group* field.

- Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

- Select **Find** from the bottom of the **Query on Final Report Information** window.

The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

Note: At this time you may scroll to the bottom of the right frame and select to review **Audit Staff, IRB and Informed Consent Component, IRB and Informed Consent Assessment, Pharmacy Review and Assessment, Patient Case Component, Patient Case Assessment, or Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**.

Institution Name	Institute NCI Code	City	State
ALASKA CLINIC	AK003	Fairbanks	AK

Institution Name	Institute NCI Code
METRO-MINNESOTA	MN
BAPTIST MED CTR	AL
CITY OF HOPE MEDICAL CENTER	CA
OTTAWA CIVIC HOSP	110
DUKE UNIV MEDCL CTR	NC
GULF COAST MEDICAL CENTER	FL
KEWANEE HOSP	IL
BAYLOR COLLEGE OF MEDICINE	TX
CEDARS-SINAI MDCL CTR	CA

Institution Name:	METRO-MINNESOTA
Institute NCI Code:	MN043
Audit City:	sault st marie
Audit State:	MN
Audit Zip Code:	54407
City:	MINNEAPOLIS
State:	MN
Zip code:	54407
Audit Type:	Reaudit
Audit Category:	Prevention
Audit Start Date:	12/02/1998
Main Member/CCOP Name:	METRO-MINNESOTA
Group:	NSABP
IRB Review Required:	No
Pharmacy Review Required:	Yes

View Submitted Co-Site Reports

You may review Co-Site Reports that have been submitted. This section covers reviewing these reports. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

The *Final Report Information* window appears.

2. Select **View Submitted Co-Site Reports** from the **Final Report Information** window.

The *Query on Final Report Information* window appears.

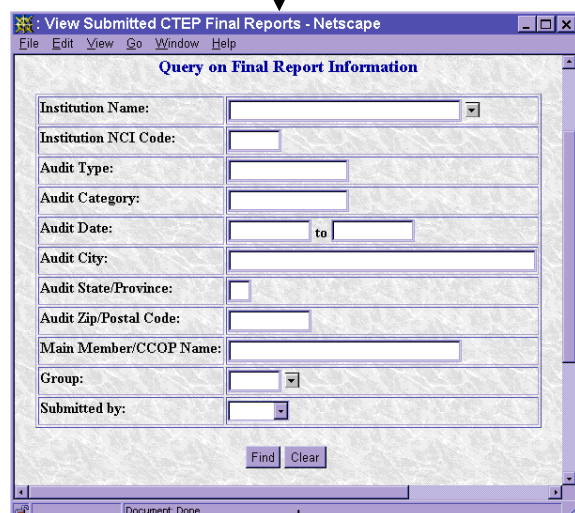
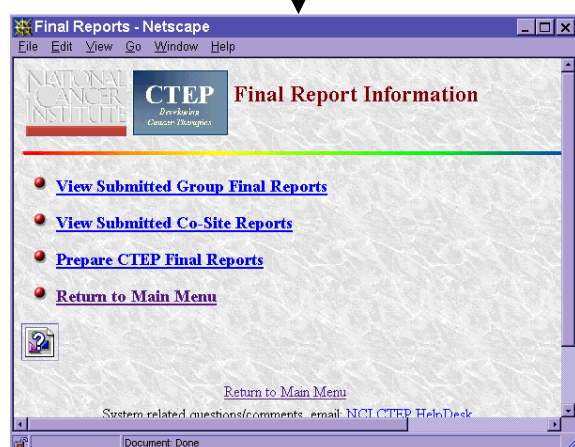
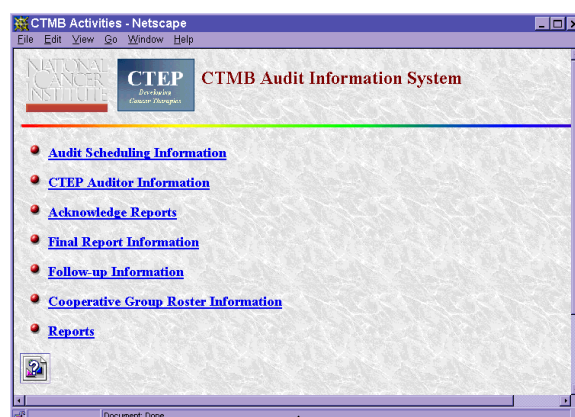
3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State/Province, Audit Zip/Postal Code, Main Member/CCOP Name* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

4. Select the institution name from the list on the left.

OR



5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State/Province, Audit Zip/Postal Code, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report Information* window. All fields are automatically filled in for the selected institution name, except for the *Group:* and *Submitted By:* fields.

6. Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

7. Click on the **Submitted By:** field down arrow and select the appropriate option.

The selected option appears in the *Submitted By:* field.

8. Select **Find** from the bottom of the **Query on Final Report Information** window.

The **Final Reports** listing is displayed in the left frame for the available final reports and specific information on the first report in the list is displayed in the **Final Reports** right frame.

Note: At this time you may scroll to the bottom of the right frame and select to review **Co-Site Auditor Information, IRB and Informed Consent Component, Pharmacy Component, Patient Case Component, Exit Interview Section, General Comments Section, or Final Report Submission Information** on the specific final report. You may also choose to **View/Print Final Report**, which is performed using **Acrobat Reader**.

List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State/Province, Audit Zip/Postal Code, Main Member/CCOP Name

Search criterion for Institution Name:

%

Institution Name	Institution NCI Code	Audit Type	Audit Category	Audit Date
ALASKA CLINIC	AK003	Routine audit	Prevention	11/11/1997

Query on Final Report Information

Institution Name: ALASKA CLINIC

Institution NCI Code: AK003

Audit Type: Routine audit

Audit Category: Prevention

Audit Date: 11/11/1997 to

Audit City: Seattle

Audit State/Province: WA

Audit Zip/Postal Code: 90897

Main Member/CCOP Name: ALASKA CLINIC

Group:

Submitted by:

View Submitted CTEP Final Reports - Netscape

Final Reports

Institution Name	Institution NCI Code	Aud Categ
ALASKA CLINIC	AK003	Preven

Record 1 of 1

Final Reports

Institution Name: ALASKA CLINIC

Institution NCI Code: AK003

Audit Type: Routine audit

Audit Category: Prevention

Audit Date: 11/11/1997

Audit City: Seattle

Audit State/Province: WA

Audit Zip/Postal Code: 90897

Main Member/CCOP Name: ALASKA CLINIC

Group: SWOG

Submitted by: CTMB

Report Due Date: 12/09/1997

Principal Investigator: o.k.

Number of Protocols reviewed: 2

Number of Cases Audited: 2

Prepare Group Final Reports

Group final reports must be prepared and submitted at the completion of an audit. This section covers preparation and submission of the final report for an audit.

1. Select **Final Report Information** from the **CTMB Audit Information System** window.

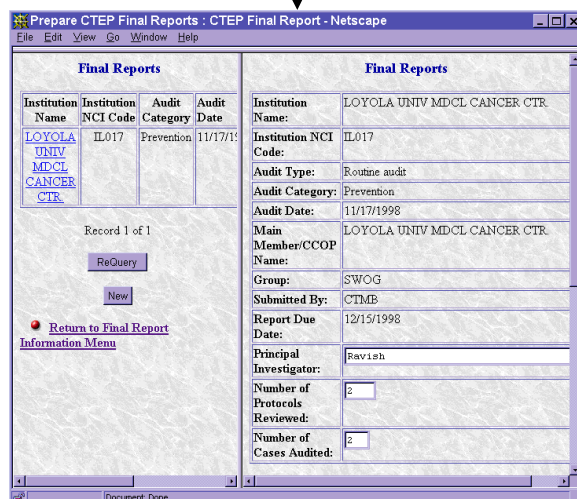
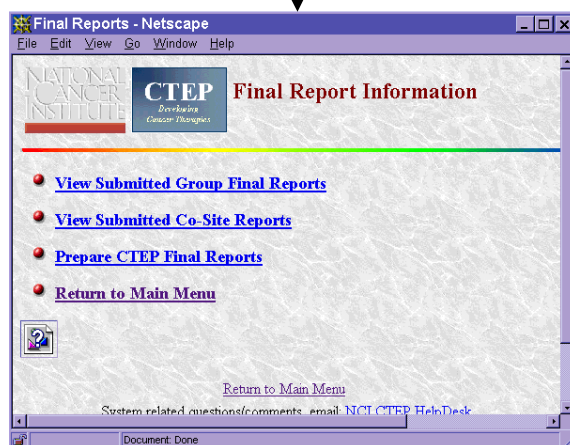
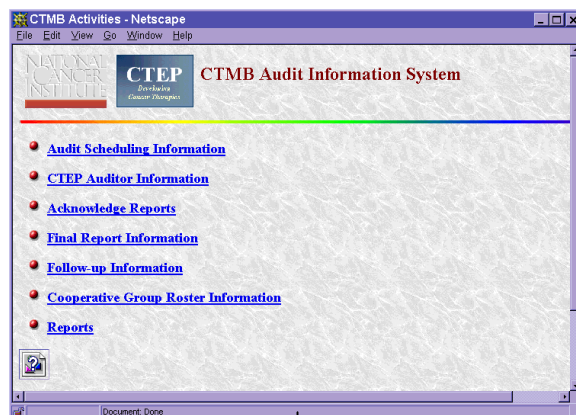
The *Final Report Information* window appears.

2. Select **Prepare CTEP Final Reports** from the **Final Report Information** window.

A *Final Reports* frame listing available final reports is displayed in the left frame and a right *Final Reports* frame shows specifics on the first final report in the left frame listing.

3. Select **New** from the bottom of either frame.

The *Enter a New Final Report* form is displayed in the right frame.



4. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of institution NCI code.

5. Select the institution name from the list on the left.

OR

6. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Enter a New Final Report* frame. The *Institution NCI Code* field is automatically filled in for the selected institution name.

7. Type the name of the principal investigator in the *Principal Investigator:* field.
8. Type the number of protocols reviewed in the *Number of Protocols Reviewed:* field.

Note: This is a numeric entry field.

9. Type the number of cases that were audited in the *Number of Cases Audited:* field.

Note: This is a numeric entry field.

10. Select **Save** from the bottom of the right frame.

Success is indicated and the *Final Report* frame on the right appears with the newly saved final report data.

Note: You may select *Requery* from the left screen to update the listing.

Prepare CTEP Final Reports : CTEP Final Report - Netscape

Final Reports

Institution Name	Institution NCI Code	Audit Category
LOYOLA UNIV MDCL CANCER CTR	IL017	Preventio

Record 1 of 1

ReQuery

New

Return to Final Report Information Menu

Enter a New Final Report

Enter values for new CTEP Final Report record

Institution Name:

Principal Investigator:

Number of Protocols Reviewed:

Number of Cases Audited:

Save Clear

All data elements that are mandatory are in bold and that are optional are in italic

List Of Values: Institution Name, Institution NCI Code

Search criterion for Institution Name:

B Find Close

Institution Name	Institution NCI Code	Membership Type	Audit Type	Audit Category
BREAST COMMUNITY HOSPITAL	CA275	Affiliate	Routine audit	Treatme
CENTURY CITY HOSPITAL	CA399	Affiliate	Routine audit	Treatme
Coney Island	NY078	Affiliate	Routine	Comb

Prepare CTEP Final Reports : CTEP Final Report - Netscape

Final Reports

Institution Name	Institution NCI Code	Audit Category
LOYOLA UNIV MDCL CANCER CTR	IL017	Preventio

Record 1 of 1

ReQuery

New

Return to Final Report Information Menu

Enter a New Final Report

Enter values for new CTEP Final Report record

Institution Name: BREAST COMMUNITY HOSPITAL

Principal Investigator: Jack Doe

Number of Protocols Reviewed: 33

Number of Cases Audited: 33

Save Clear

All data elements that are mandatory are in bold and that are optional are in italic

11. Select **CTEP Auditor Information** from the bottom of the right frame.

The *Assigned Auditors* frame appears in the left of the window listing any auditors that are scheduled to attend the audit as well as any cosite auditors. The right frame provides specific information on the first auditor listed in the left frame.

12. Select **New** from the bottom of either frame.

A blank *Assign a new Auditor for the Site* frame appears on the right.

13. Click on the **Auditor Name:** field down arrow.

A *List of Values: Auditor Name* window appears.

Prepare CTEP Final Reports - Netscape

File Edit View Go Window Help

Final Reports

Institution Name: LOYOLA UNIV MDCL CANCER CTR
Institution NCI Code: IL017
Audit Category: Preventive

Record 1 of 1

ReQuery

New

Return to Final Report Information Menu

Success!
Row inserted

Institution Name: BREDA COMMUNITY HOSPITAL
Institution NCI Code: CA275
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/20/1998
Audit City: rockville
Audit State: MD
Audit Zip Code: 20855
Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER
Group: SWOG
Submitted By: CTMB
Report Due Date: 12/18/1998

Document: Done

Prepare CTEP Final Reports - Netscape

File Edit View Go Window Help

Assigned Auditors

test ctep auditor 2

Record 1 of 1

ReQuery

New

IRB and Informed Consent Component

Pharmacy Component

Patient Case Component

Exit Interview Section

View Assigned Auditors for the Site

Auditor Name: test ctep auditor 2
Auditor for: CTMB

Delete New

All data elements that are mandatory are in bold and that are optional are in italic

Document: Done

Prepare CTEP Final Reports - Netscape

File Edit View Go Window Help

Assigned Auditors

test ctep auditor 2

Record 1 of 1

ReQuery

New

IRB and Informed Consent Component

Pharmacy Component

Patient Case Component

Exit Interview Section

Assign a new Auditor for the Site

Enter values for new record

Auditor Name: [dropdown menu]

Save Clear

Document: Done

14. Select the auditor name from the list on the left.

OR

15. Type a known part of the name in the **Search criterion for Auditor Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired auditor name when it appears.

The *List Of Values: Auditor Name* window is removed from the screen and the selected name is displayed in the *Auditor Name:* field of the *Assign a new Auditor for the Site* frame.

16. Select **Save** from the bottom of the **Assign a new Auditor for the Site** frame.

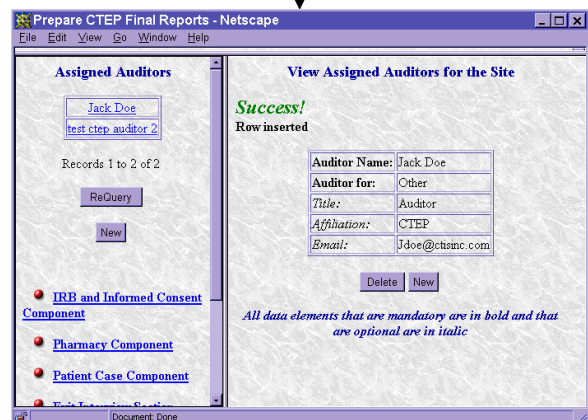
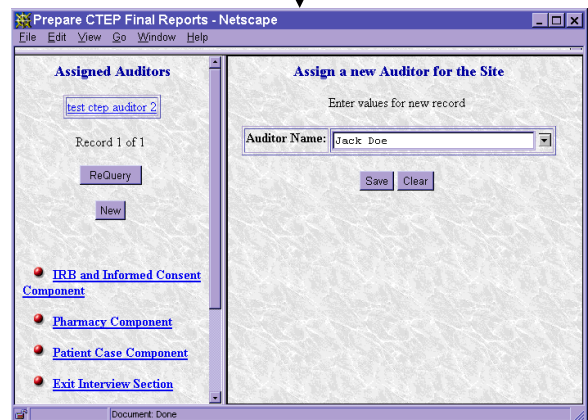
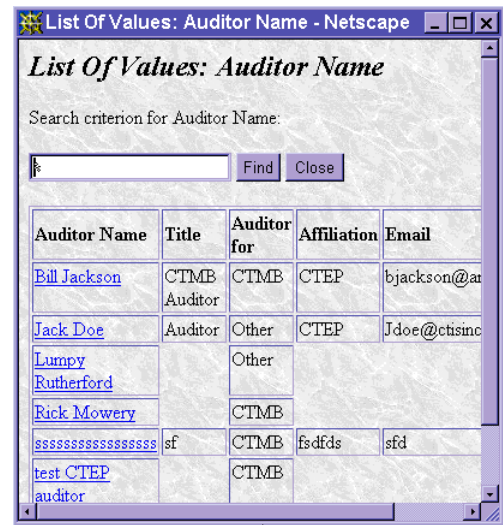
Success is indicated in the *Assign a new Auditor for the Site* frame on the right.

Note: Select *ReQuery* from the left frame to update the information appearing in the left frame.

Note: Continue with this process until all audit staff has been entered.

17. Select **IRB and Informed Consent Component** from the bottom of the left frame.

The *IRB Component Review* left frame appears listing the reviews and the right frame provides specifics on the first IRB review listed in the left frame.



18. Select **New** from the bottom of either frame.

A blank *Complete IRB Component Information* frame appears on the right.

19. Click **Yes** or **No** for the **Were each of the selected protocols available at the site :** field.

20. Type any general comments about the deficiencies found in the *Comments:* field.

21. Click **Yes** or **No** for the **Was the most up-to-date version of the protocol available:** field.

Type any general comments about the deficiencies found in the *Comments:* field.

22. Click **Yes** or **No** for the **Were the protocols reviewed for initial IRB approval:** field.

Type any general comments about the deficiencies found in the *Comments:* field.

23. Click **Yes** or **No** for the **Were annual re-approvals reviewed by IRB:** field.

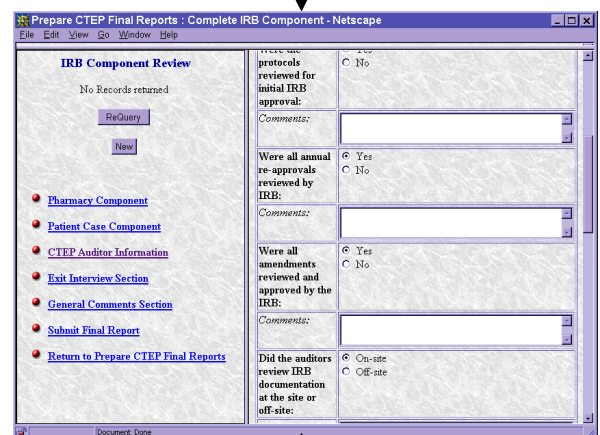
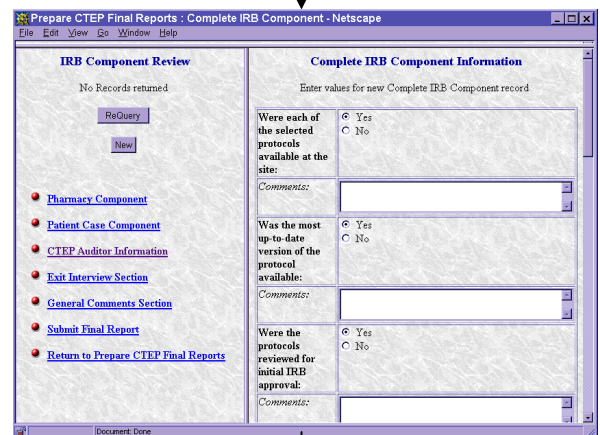
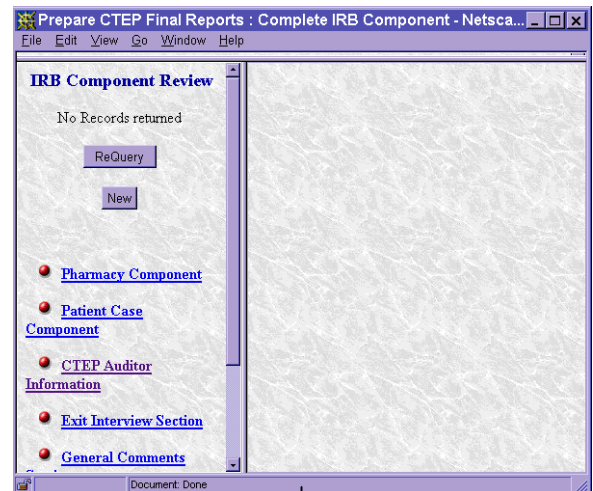
Type any general comments about the deficiencies found in the *Comments:* field.

24. Click **Yes** or **No** for the **Were all amendments approved and reviewed by the IRB:** field.

Type any general comments about the deficiencies found in the *Comments:* field.

25. Click **On-Site** or **Off-site** for the **Did the auditors review IRB documentation at the site or off-site:** field.

26. Type any general comments about the deficiencies found in the *Comments:* field.



27. Click **Yes** or **No** for the **Did the auditors follow CTMB guidelines:** field.

Type any general comments about the informed consent in the *Comments:* field.

28. Click **Yes** or **No** for the **Did the auditors conduct an adequate review (IRB component):** field.

Type any general comments about the informed consent in the *Comments:* field.

29. Click **Yes** or **No** for the **Were locally used informed consents reviewed:** field.

Type any general comments about the informed consent in the *Comments:* field.

30. Click **On-site** or **Off-site** for **No** for the **Were local informed consent content document reviewed on-site or off-site:** field.

Type any general comments about the informed consent in the *Comments:* field.

31. Click **Yes** or **No** for the **Did the auditors conduct an adequate review (informed consent):** field.

Type any general comments about the informed consent in the *Comments:* field.

32. Click on the **IRB and informed consent content assessment:** field down arrow and select **Acceptable**, **Acceptable needs follow-up**, or **Unacceptable**.

The selected option is displayed.

33. Select **Save** from the bottom of the right frame.

Success is indicated in the right frame and specifics are supplied about the specified review.

34. Select **Pharmacy Component** from the left frame.

The **Pharmacy Review** frames appear.

35. Select **New** from the bottom of the left frame.

A blank *Complete Pharmacy Component Information* frame appears on the right with any defaulted values filled in.

36. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

37. Select **Save** from the bottom of **Complete Pharmacy Component Information** frame on the right.

Success is indicated.

38. Select **Patient Case Component** from the left frame.

The *Patient Case Component Review* frames appear.

Prepare CTEP Final Reports : Complete Pharmacy Component - Netscape

File Edit View Go Window Help

Pharmacy Component Review

No Records returned

ReQuery

New

• [IRB and Informed Consent Component](#)

• [Patient Case Component](#)

• [CTEP Auditor Information](#)

• [Exit Interview Section](#)

• [General Comments Section](#)

• [Submit Final Report](#)

• [Return to Prepare CTEP Final](#)

Document: Done

Prepare CTEP Final Reports : Complete Pharmacy Component - Netscape

File Edit View Go Window Help

Pharmacy Component Review

No Records returned

ReQuery

New

• [IRB and Informed Consent Component](#)

• [Patient Case Component](#)

• [CTEP Auditor Information](#)

• [Exit Interview Section](#)

• [General Comments Section](#)

View Pharmacy Component Information

Success!

Row inserted

Institution Name:	BREA COMMUNITY HOSPITAL
Institution NCI Code:	CA275
Audit Type:	Routine audit
Audit Category:	Treatment
Audit Date:	11/20/1998
Main Member/CCOP Name:	CITY OF HOPE MEDICAL CENTER
Group:	SWOG
Pharmacy review required:	Yes
Were IND's or NCI supplied:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Document: Done

39. Select **New** from the bottom of either frame.

A blank *Patient Case Component Review* frame appears on the right with defaulted values filled in.

40. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

41. Select **Save** from the bottom of the right frame.

Success is indicated.

42. Select **Exit Interview Section** from the left frame.

The **Exit Interview** frames appear.

Prepare CTEP Final Reports : Complete Patient Case Component - Netscape

File Edit View Go Window Help

Patient Case Component Review

No Records returned

ReQuery

New

IRB and Informed Consent Component

Pharmacy Component

CTEP Auditor Information

Exit Interview Section

General Comments Section

Submit Final Report

Document: Done

Prepare CTEP Final Reports : Complete Patient Case Component - Netscape

File Edit View Go Window Help

Patient Case Component Review

No Records returned

ReQuery

New

IRB and Informed Consent Component

Pharmacy Component

CTEP Auditor Information

Exit Interview Section

General Comments Section

Submit Final Report

Were any major data quality problems identified?

☐ Yes

☒ No

Comments:

Did the auditors conduct an adequate review?

☒ Yes

☐ No

Comments:

Review of patient case records assessment:

Acceptable needs follow-up

Save Clear

All data elements that are mandatory are in bold and that are optional are in italic

Document: Done

Prepare CTEP Final Reports : Complete Patient Case Component - Netscape

File Edit View Go Window Help

Patient Case Component Review

No Records returned

ReQuery

New

IRB and Informed Consent Component

Pharmacy Component

CTEP Auditor Information

Exit Interview Section

General Comments Section

Submit Final Report

View Patient Case Component Information

Success!

Row inserted

Institution Name:	BREA COMMUNITY HOSPITAL
Institution NCI Code:	CA275
Audit Type:	Routine audit
Audit Category:	Treatment
Audit Date:	11/20/1998
Main Member/CCOP Name:	CITY OF HOPE MEDICAL CENTER
Group:	SWOG
Patient case review required:	Yes
Were informed consent documents	<input checked="" type="radio"/> Yes <input type="radio"/> No

Document: Done

43. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

44. Select **Save** from the bottom of the right frame.

Success is indicated.

45. Select **General Comments Section** from the left frame.

The **General Comments** frames appear.

46. Click **Yes** or **No** for all fields on this form.

Note: Comments must be included for all answers indicating a deficiency.

47. Select **Save** from the bottom of the right frame.

Success is indicated.

Institution Name	Institution NCI Code	Audit Category
BREA COMMUNITY HOSPITAL	CA275	Treatment

Record 1 of 1

- General Comments Section
- Submit Final Report
- Return to Prepare CTEP Final Reports
- Co-Site Auditors
- IRB and Informed Consent
- Content Component

View Exit Interview Comments for a Final Report

Institution Name: BREA COMMUNITY HOSPITAL
Institution NCI Code: CA275
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/20/1998
Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER
Group: SWOG
Was the exit interview attended by the PI: ☒ Yes ☐ No
Were the preliminary audit findings stated and discussed: ☒ Yes ☐ No

Document: Done

Success!
Row updated

Institution Name: BREA COMMUNITY HOSPITAL
Institution NCI Code: CA275
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/20/1998
Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER
Group: SWOG
Was the exit interview attended by the PI: ☒ Yes ☐ No

Document: Done

Institution Name	Institution NCI Code	Audit Category
BREA COMMUNITY HOSPITAL	CA275	Treatment

Record 1 of 1

- Submit Final Report
- IRB and Informed Consent
- Content Component
- Pharmacy Component
- Patient Case Component
- Exit Interview Section

View General Comments for Final Report

Institution Name: BREA COMMUNITY HOSPITAL
Institution NCI Code: CA275
Audit Type: Routine audit
Audit Category: Treatment
Audit Date: 11/20/1998
Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER
Group: SWOG
Was the audit conducted according to current CTMB guidelines: ☒ Yes ☐ No
Overall comments and recommendations: Expand

Document: Done

48. Select **Submit Final Report** from the left frame.

The *Final Report* frames appear with appropriate information already filled in on the right frame.

49. Enter optional information as required.

Note: You may select **Expand Comments** to have a larger data entry area to type your comments.

50. Select **Yes** in the **Submit Final Report:** field to submit the report now.

51. Select **Save** from the bottom of the right frame.

Success is indicated.

52. Select **Return to Prepare CTEP Final Reports** from the left frame.

The **Final Reports** frames are displayed.

Note: You may continue submitting final reports at this time.

53. Select **View/Print Final Reports** from the bottom of the right frame.

Note: Select this option only to view the final report itself. This option utilizes **Acrobat Reader** to display the report on screen. You may print the report using Acrobat.

Prepare CTEP Final Reports : Complete General Comments Section - Netscape

General Comments

Institution Name	Institution NCI Code	Audit Category
BREA COMMUNITY HOSPITAL	CA275	Treatment

Record 1 of 1

Submit Final Report

IRB and Informed Consent

Content Component

Pharmacy Component

Patient Case Component

Exit Interview Section

View General Comments for Final Report

Success!

Row updated

Institution Name: BREA COMMUNITY HOSPITAL

Institution NCI Code: CA275

Audit Type: Routine audit

Audit Category: Treatment

Audit Date: 11/20/1998

Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER

Group: SWOG

Was the audit conducted according to current CTMB guidelines: ☒ Yes ☐ No

Prepare CTEP Final Reports : Submit Final Report - Netscape

Final Reports

Institution Name	Institution NCI Code	Audit Category
BREA COMMUNITY HOSPITAL	CA275	Treatment

Record 1 of 1

General Comments Section

Exit Interview Section

Co-Site Auditors

IRB and Informed Consent

Content Component

Pharmacy Component

Audit Category: Treatment

Audit Date: 11/20/1998

Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER

Group: SWOG

Report Due Date: 12/18/1998

Prepared By: [text box]

Prepared On: (MM/DD/YYYY) [text box]

Approved By: [text box]

Approved On: (MM/DD/YYYY) [text box]

Submit Final Report: ☒ Yes ☐ No

Save Clear

All data elements that are mandatory are in bold and that

Prepare CTEP Final Reports : Submit Final Report - Netscape

Final Reports

Success!

Row updated

Institution Name: BREA COMMUNITY HOSPITAL

Institution NCI Code: CA275

Audit Type: Routine audit

Audit Category: Treatment

Audit Date: 11/20/1998

Main Member/CCOP Name: CITY OF HOPE MEDICAL CENTER

Group: SWOG

Report Due Date: 12/18/1998

Prepared By: Jane Doe

Prepared On: [text box]

Perform Follow-up Activities

Follow-up activities are performed after the completion of an audit and the submission of the audit final report. All follow-up information may be reviewed and updated. The following section takes you through the process of viewing/updating follow-up information.

Add a New Follow-up Item

You may add a new follow-up item after the audit is complete and the final report is submitted. This section covers the addition of a new follow-up. All fields on the Query screen do not need to be completed to find existing information.

1. Select **Follow-up Information** from the **CTMB Audit Information System** window.

The *Follow-up Information* window appears.

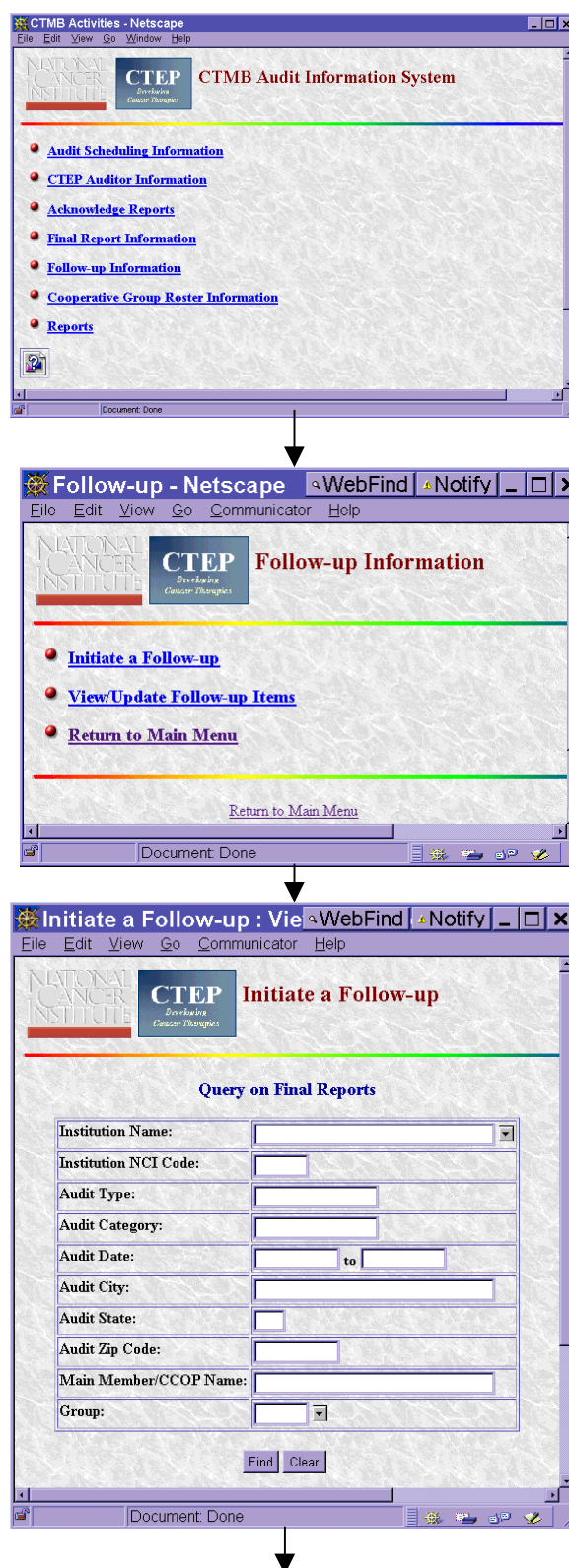
2. Select **Initiate a Follow-up** from the **Follow-up Information** window.

The *Query on Final Reports* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code, Main Member/CCOP Name* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report* window. All fields are automatically filled in for the selected institution name except for the *Group:* field..

6. Click on the **Group:** field down arrow to select the desired group.

A listing of groups is displayed.

7. Select the desired group from the list.

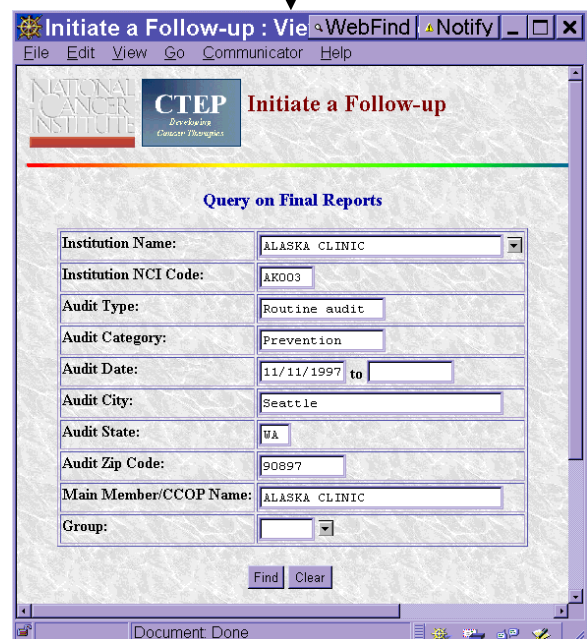
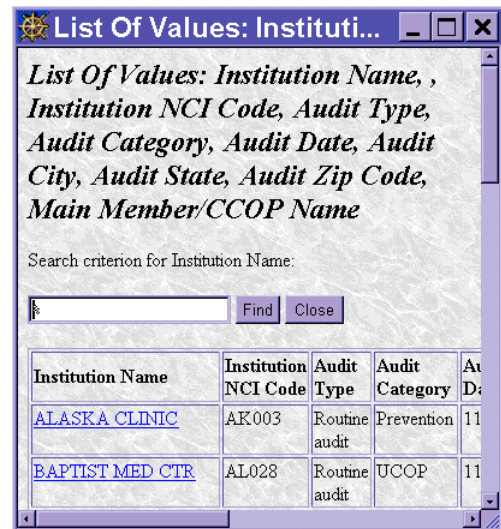
The selected group is displayed in the **Group:** field.

8. Select **Find** from the bottom of the **Query on Final Reports** window.

The final reports listing reports with follow-up information appears in the left **Final Reports** frame and specifics on the first report in the listing appears in the right **Final Reports** frame.

9. Select **Add New/Review Follow-up Items** from the bottom of the right frame.

The list of current follow-up items appears in the left frame and specifics on the first item in the left list appear in the right frame.



10. Select **New** from the bottom of either frame.

A blank *Add New/Review Follow-up Items* screen is displayed in the right frame with the defaulted values filled in.

11. Enter the date the item was received by the CTMB in the **Date Received by CTMB (MM/DD/YYYY):** field.
12. Enter any comments in the **CTMB Comments for Group:** field.
13. Enter any internal comments in the **CTMB Internal Comments:** field.
14. Select **Save** from the bottom of the right frame.

Success is indicated and the new item is added.

Note: You may select *Requery* from the bottom of the left frame at this point to update the listing in the left frame to include your follow-up addition.

Initiate a Follow-up : Fol WebFind Notify

File Edit View Go Communicator Help

Follow-up

Follow-up Item	Date Requested By CTMB
IRB deficiency	12/01/1998
IRB deficiency	12/08/1998

Records 1 to 2 of 2

ReQuery

New

Return to Final Reports

Add New/Review Follow-up Items

Institution Name: METRO-MINNESOTA

Institution NCI Code: MN043

Audit Type: Reaudit

Audit Category: Prevention

Audit Date: 12/02/1998

Main Member/CCOP Name: METRO-MINNESOTA

Group: NSABP

Follow-up Item: IRB deficiency

Date Requested By CTMB (MM/DD/YYYY): 12/01/1998

Date Due to CTMB: 12/02/1998

Document: Done

Initiate a Follow-up : Fol WebFind Notify

File Edit View Go Communicator Help

Follow-up

Follow-up Item	Date Requested By CTMB
IRB deficiency	12/01/1998
IRB deficiency	12/08/1998

Records 1 to 2 of 2

ReQuery

New

Return to Final Reports

Add New/Review Follow-up Items

Follow-up Item: IRB deficiency

Date Requested By CTMB (MM/DD/YYYY): 01/04/1999

Date Due to CTMB (MM/DD/YYYY): 01/16/1999

Date Received By CTMB (MM/DD/YYYY):

CTMB Comments for Group: Needs more detail in report

CTMB's Internal Comments:

Follow-up Status: Pending

Save Clear

Document: Done

Initiate a Follow-up : Fol WebFind Notify

File Edit View Go Communicator Help

Follow-up

Follow-up Item	Date Requested By CTMB
IRB deficiency	12/01/1998
IRB deficiency	12/08/1998
IRB deficiency	01/04/1999

Records 1 to 3 of 3

ReQuery

New

Return to Final Reports

Add New/Review Follow-up Items

Success!
Row inserted

Institution Name: METRO-MINNESOTA

Institution NCI Code: MN043

Audit Type: Reaudit

Audit Category: Prevention

Audit Date: 12/02/1998

Main Member/CCOP Name: METRO-MINNESOTA

Group: NSABP

Follow-up Item: IRB deficiency

Date Requested By CTMB: 01/04/1999

Document: Done

Delete a Follow-up Item

You may delete a follow-up item after the audit is complete and the final report is submitted. This section covers the deletion of a follow-up. All fields on the Query screen do not need to be completed to find existing information.

1. Select **Follow-up Information** from the **CTMB Audit Information System** window.

The *Follow-up Information* window appears.

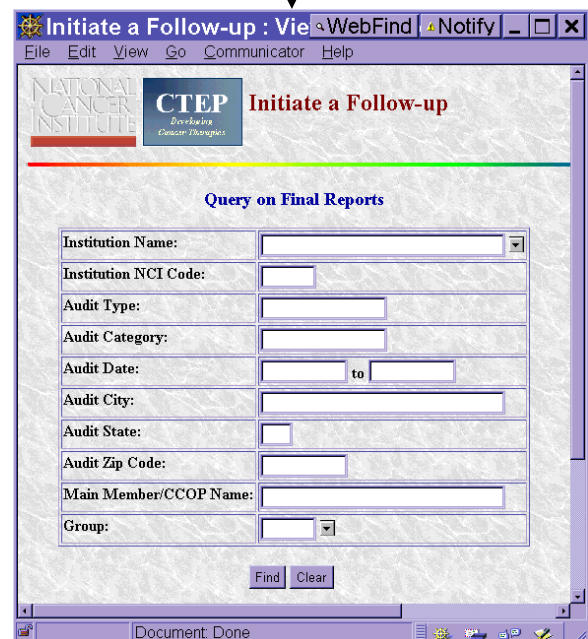
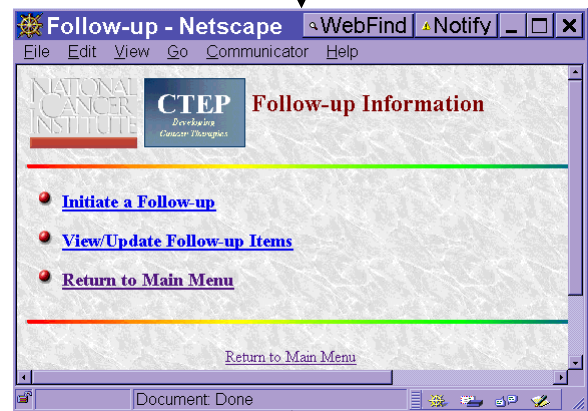
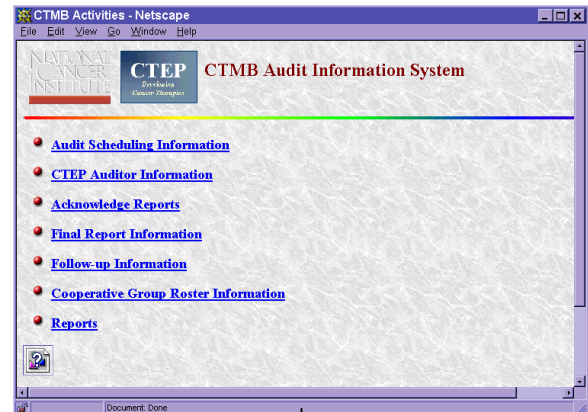
2. Select **Initiate a Follow-up** from the **Follow-up Information** window.

The *Query on Final Reports* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code, Main Member/CCOP Name* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.



4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit Type, Audit Category, Audit Date, Audit City, Audit State, Audit Zip Code, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Report* window. All fields are automatically filled in for the selected institution name except for the *Group:* field..

6. Click on the **Group:** field down arrow and select the appropriate group.

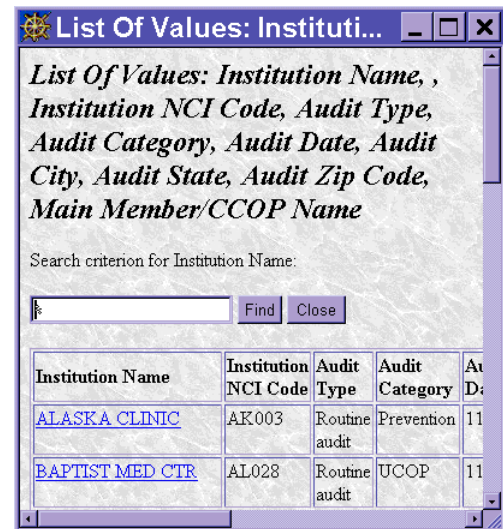
The selected *Group* name appears in the *Group:* field.

7. Select **Find** from the bottom of the **Query on Final Reports** window.

The final reports listing reports with follow-up information appears in the left **Final Reports** frame and specifics on the first report in the listing appears in the right **Final Reports** frame.

8. Select **Add New/Review Follow-up Items** from the bottom of the right frame.

The list of current follow-up items appears in the left frame and specifics on the first item in the left list appear in the right frame.



9. Select the item you wish to delete from the left frame.

Specifics on the selected follow-up item are displayed in the right frame.

10. Select **Delete** from the bottom of the right frame.

A confirm deletion dialog box appears.

Note: You must select yes to continue the deletion.

Success is indicated in the right frame.

Note: You may select *Requery* from the bottom of the left frame at this point to update the listing in the left frame to include your follow-up addition.

The screenshot shows a web application window titled "Initiate a Follow-up : Fol WebFind | Notify | _ | X". The window has a menu bar with "File", "Edit", "View", "Go", "Communicator", and "Help". The main area is divided into two panes. The left pane, titled "Follow-up", contains a table with the following data:

Follow-up Item	Date Requested By CTMB
IRB deficiency	12/01/1998
IRB deficiency	12/08/1998
IRB deficiency	01/04/1999

Below the table, it says "Records 1 to 3 of 3". At the bottom of the left pane are buttons for "ReQuery", "New", and "Return to Final Reports". The right pane, titled "Add New/Review Follow-up Items", contains a form with the following fields:

Institution Name:	METRO-MINNESOTA
Institution NCI Code:	MN043
Audit Type:	Reaudit
Audit Category:	Prevention
Audit Date:	12/02/1998
Main Member/CCOP Name:	METRO-MINNESOTA
Group:	NSABP
Follow-up Item:	IRB deficiency
Date Requested By CTMB (MM/DD/YYYY):	01/04/1999
Date Due to CTMB:	01/16/1999

The screenshot shows the same web application window after a deletion. The left pane now shows only two rows in the table:

Follow-up Item	Date Requested By CTMB
IRB deficiency	12/01/1998
IRB deficiency	12/08/1998

Below the table, it says "Records 1 to 2 of 2". The right pane now displays the text "IRB deficiency, 04-JAN-99" and "Success! Row deleted" in green. The buttons at the bottom of the left pane remain the same.

View/Update Follow-up Information

You may view and update follow-up information once the audit is complete and the final report is submitted. This section covers review and update of follow-up information. All fields on the Query screen do not need to be completed to find existing information.

1. Select **Follow-up Information** from the **CTMB Audit Information System** window.

The *Follow-up Information* window appears.

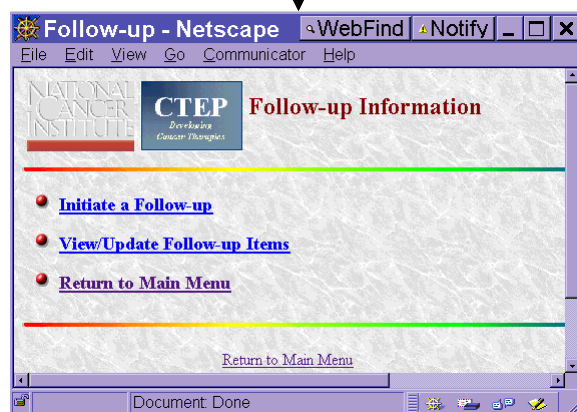
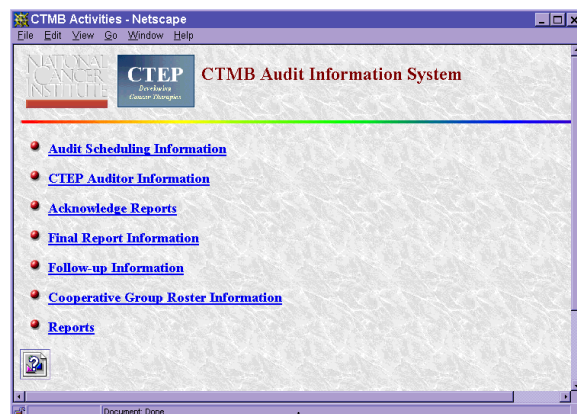
2. Select **View/Update Follow-up Information** from the **Follow-up Information** window.

The *Query on Final Reports* window is displayed

3. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window appears.

Note: Typing in the institution name, instead of using the down arrow in this field, will not allow for automatic fill in of all fields on the form.

This screenshot shows the "Query on Final Reports" window. The window title is "Review All Follow-up - Netscape". The form contains the following fields: "Institution Name:" (a dropdown menu), "Institution NCI Code:" (a text field), "Audit City:" (a text field), "Audit State:" (a dropdown menu), "Audit Zip Code:" (a text field), "Audit Type:" (a text field), "Audit Category:" (a text field), "Audit Date:" (two text fields with "to" between them), "Main Member/CCOP Name:" (a text field), and "Group:" (a dropdown menu). There are "Find" and "Clear" buttons at the bottom.

4. Select the institution name from the list on the left.

OR

5. Type a known part of the name in the **Search criterion for Institution Name:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution name when it appears.

The *List Of Values: Institution Name, Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name* window is removed from the screen and the selected name is displayed in the *Institution Name:* field of the *Query on Final Reports* window. All fields are automatically filled in for the selected institution name except for the **Group:** field.

6. Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

7. Select **Find** from the bottom of the **Query on Final Reports** window.

The final reports listing reports with follow-up information appears in the left **Final Reports** frame and specifics on the first report in the listing appears in the right **Final Reports** frame.

Note: You may select **Review Follow-up Items** from the right frame to review specific follow-up comments.

List Of Values: Institution Name, , Institu...

List Of Values: Institution Name, , Institution NCI Code, Audit City, Audit State, Audit Zip Code, Audit Type, Audit Category, Audit Date, Main Member/CCOP Name

Search criterion for Institution Name:

Find Close

Institution Name	Institution NCI Code	Audit City	Audit State
AKRON GENERAL MEDICAL CENTER	462 OH053	Gaithersburg	MD

Review All Follow-up WebFind Notify

File Edit View Go Communicator Help

Query on Final Reports

Institution Name: BAPTIST MED CTR

Institution NCI Code: AL028

Audit City: b110x1

Audit State: MI

Audit Zip Code: 53213

Audit Type: Routine audit

Audit Category: UCOP

Audit Date: 12/04/1998 to

Main Member/CCOP Name: NORTHEAST AL REG MEDICAL CTR

Group: ACOSOG

Find Clear

Document Done

Review All Follow-up WebFind Notify

File Edit View Go Communicator Help

Final Reports

Institution Name	Institution NCI Code
METRO-MINNESOTA	MN043
BAPTIST MED CTR	
OTTAWA CIVIC HOSP	
DUKE UNIV MEDICAL CTR	
GULF COAST MEDICAL CENTER	
BAYLOR COLLEGE OF MEDICINE	
CITY OF HOPE MEDICAL CENTER	
WEST SUBURBAN	

Final Reports

Institution Name: METRO-MINNESOTA

Institution NCI Code: MN043

Audit City: sault st marie

Audit State: MN

Audit Zip Code: 54407

Audit Type: Reaudit

Audit Category: Prevention

Audit Date: 12/02/1998

Main Member/CCOP Name: METRO-MINNESOTA

Group: NSABP

Overall follow-up: Yes No

Document Done

View Roster Information and Approve Requests for Updates

Roster information may be reviewed and updates to the roster may be approved. The following section takes you through the process of reviewing roster information and approving updates.

View Cooperative Group Roster

You may review the existing cooperative group roster. This section covers review of the cooperative group roster. All fields on the Query screen do not need to be completed to find existing information. Complete any known information to find the required information.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

The *Cooperative Group Roster Information* window appears.

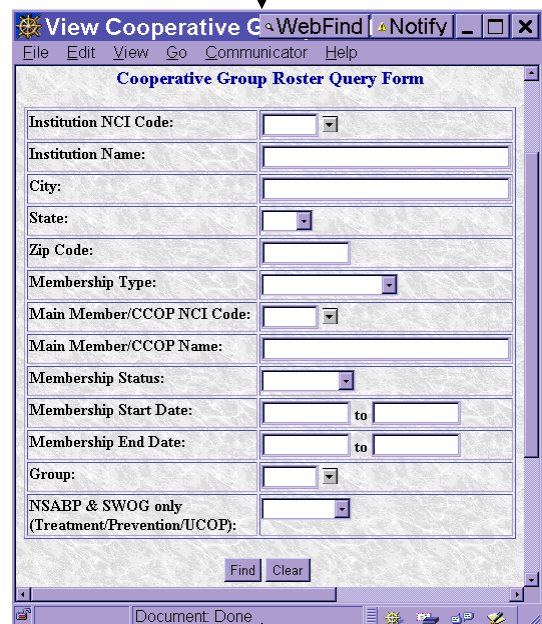
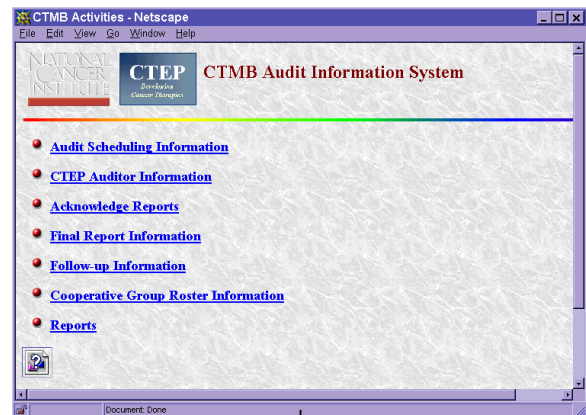
2. Select **View Cooperative Group Roster Information** from the *Cooperative Group Roster Information* window.

The *Cooperative Group Roster Query Form* window is displayed

3. Click on the **Institution NCI Code:** down arrow to search for the desired institution.

The *List Of Values: Institution NCI Code, Institution Name* window appears.

Note: Typing in the institution NCI code, instead of using the down arrow in this field, will not allow for automatic fill in of the institution name.



4. Select the institution NCI code from the list on the left.

OR

5. Type a known part of the code in the **Search criterion for Institution NCI Code:** field using the wildcard % for the unknown portion, select **Find**, and select the desired institution NCI code when it appears.

The *List Of Values: Institution NCI Code, Institution Name* window is removed from the screen and the selected code is displayed in the *Institution NCI Code:* field of the *Cooperative Group Roster Query Form* window. The *Institution Name:* field is automatically filled in for the selected institution code.

6. Type the name of the city where the institution is located in the **City:** field.
7. Click on the **State:** field down arrow and select the state location.

The selected state or province appears in the *State:* field.

8. Type the zip code where the institution is located in the **Zip Code:** field.
9. Click the **Membership Type:** down arrow and select **Main Member**, **Affiliate**, **CCOP**, or **CCOP Component**.

The selected membership type appears in the *Membership Type:* field.

10. Type main member/CCOP NCI code in the **Main Member/CCOP NCI Code:** field.

OR, if the code is unknown,

11. Click on the **Main Member/CCOP NCI Code:** field down arrow to search for the main member/CCOP code.

The *List Of Values: Main Member/CCOP NCI Code, Main Member/CCOP Name* window appears.

12. Select the main member/CCOP NCI code from the list on the left.
- OR,

List Of Values: Institution NCI Code, Institution Name

Search criterion for Institution NCI Code:

Find Close

Institution NCI Code	Institution Name
03005	ROYAL PRINCE ALFRED HOSPITAL
11008	NOVA SCOTIA CAN TRMT & RES FDN
11025	OTTAWA CIVIC HOSP.
AK003	ALASKA CLINIC
AL028	BAPTIST MED CTR
AL032	NORTHEAST AL REG MEDICAL

View Cooperative Group Roster Query Form

Institution NCI Code: AZ036

Institution Name: SCOTTSDALE CCOP

City: Scottsdale

State: AZ

Zip Code: 12345

Membership Type: Main Member

Main Member/CCOP NCI Code:

Main Member/CCOP Name:

Membership Status:

Membership Start Date: to

Membership End Date: to

Group:

NSABP & SWOG only (Treatment/Prevention/UCOP):

Find Clear

Document: Done

List Of Values: Main Member/CCOP NCI Code, Main Member/CCOP Name

Search criterion for Main Member/CCOP NCI Code:

Find Close

Main Member/CCOP NCI Code	Main Member/CCOP Name
03005	ROYAL PRINCE ALFRED HOSPITAL
11008	NOVA SCOTIA CAN TRMT & RES FDN
AK003	ALASKA CLINIC
AL032	NORTHEAST AL REG MEDICAL

13. Type a known part of the name in the **Search criterion for Main Member/CCOP NCI Code** field using the wildcard % for the unknown portion, select **Find**, and select the main member/CCOP NCI code when it is found.

The *List Of Values: Main Member/CCOP NCI Code* window is removed from the screen and the selected NCI code is displayed in the *Main Member/CCOP NCI Code:* field and the *Main Member/CCOP Name:* field is automatically filled in.

14. Click on the **Membership Status:** field down arrow and select **Active**, **Terminated**, or **Withdrawn**.

The selected membership status is displayed in the *Membership Status:* field.

15. Type the membership start date of the institution in the **Membership Start Date:** field in the MM/DD/YYYY format.
16. Type the membership end date of the institution in the **Membership End Date:** field in the MM/DD/YYYY format if the institution has been terminated or withdrawn
17. Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

18. Click on the **NSABP & SWOG Only (Treatment/Prevention/UCOP) :** down arrow and select one of the options.

The selected option appears in the field.

19. Select **Find** from the bottom of the **Cooperative Group Roster Query Form** window.

The *Cooperative Group Roster* for the selected institution appears.

Note: At this point you may choose to **View/Print User-Defined Cooperative Group Roster Report** from the bottom of the window, which is performed using **Acrobat Reader**.

Institution Name	Institution NCI Code	City	State	Zip Code	Country Code	Membership Type
ROYAL PRINCE ALFRED HOSPITAL	03005	Chicago	DC	32324	US	Main Member
ALBERT EINSTEIN COLL OF MED	NY043	BRONX	NY	10461	US	Main Member
ALLEGHENY GENERAL HOSPITAL	PA009	PITTSBURGH	PA	15212	US	Cooperative Group
ALLEGHENY GENERAL HOSPITAL	PA009	PITTSBURGH	PA	15212	US	Main Member
ALLEGHENY UNIV HOSP CTR CITY	PA074	PHILADELPHIA	PA	19102	US	Cooperative Group
BETH ISRAEL MEDICAL CENTER	NY003	NEW YORK	NY	10003	US	Affiliate

Approve Update Requests for Existing Roster

You may submit requests to change the existing cooperative group roster. This section covers submitting changes to the existing cooperative group roster.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

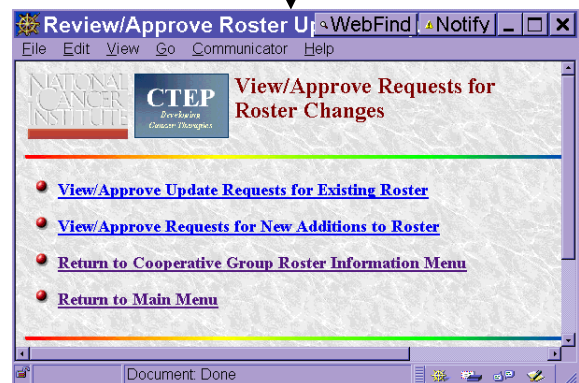
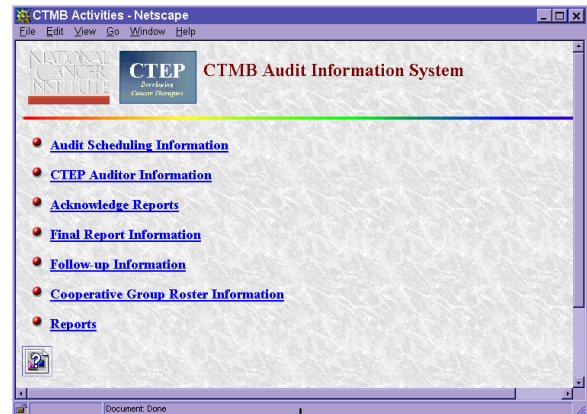
The *Cooperative Group Roster Information* window appears.

2. Select **View/Approve Requests for Roster Changes** from the *Cooperative Group Roster Information* window.

The *View/Approve Requests for Roster Changes* window is displayed

3. Select **View/Approve Update Requests for Existing Roster** from the *View/Approve Requests for Roster Changes* window.

The *Query on Roster Update Requests* window appears.



4. Type the date of the request in the **Request Date (MM/DD/YYYY):** field in MM/DD/YYYY format.
5. Type the name of the requester in the **Requester Name:** field.
6. Click on the **Institution Name:** down arrow to search for the desired institution.

The *List Of Values: Institution Name, Institution NCI Code, Current Membership Type NSABP & SWOG only (Treatment/Prevention UCOP)* window appears.

Note: Typing in the correct institution name, instead of using the down arrow in this field, will not allow for automatic fill in of the other fields.

7. Select the institution name from the list on the left.

The selected name appears in the *Institution Name:* field and associated fields are automatically filled in.

8. Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

9. Click on **Yes** or **No** in the **Change of Membership Type:** field to select if the membership type is to be changed.
10. Click on **Yes** or **No** in the **Change of Status:** field to select if the status is to be changed.
11. Click on **Yes** or **No** in the **Change of Main Member/CCOP:** field to select if the main member/CCOP is to be changed.
12. Click on **Yes** or **No** in the **Change of Institution Name:** field to select if the name of the institution is to be changed.
13. Click on the **CTMB Request Status:** field down arrow and select **Not acknowledged**, **Not approved**, **Not approved and returned for update**, or **Approved**.

Institution Name	Institution NCI Code	City
AKRON GENERAL MEDICAL CENTER	OH053	99 AKRON
ALASKA CLINIC	AK003	100016 Fairbanks
ALBANY MEDICAL	NY117	68 ABINGT

14. Click on the **Final Request Status:** field down arrow and select **Not acknowledged**, **Not approved**, **Not approved and returned for update**, or **Approved**.
15. Select **Find** from the bottom of the window. A **Review Roster Update Requests** frame appears on the left listing the update requests and the specifics on the first item in the left list appear in the right frame.
16. Select **Save** from the bottom of the right window.

Success is indicated in the right frame.

Review Roster Update Requests

Query on Roster Update Requests

Request Date: (MM/DD/YYYY) [] to []

Requester Name: []

Institution Name: ARIZONA CANCER CENTER

Institution NCI Code: AZ027

Current Membership Type: Affiliate

NSABP & SWOG only (Treatment/Prevention/UCOP): Prevention

Group: []

Change of Membership Type: ☐ Yes ☐ No

Change of Status: ☐ Yes ☐ No

Change of Main Member/CCOP: ☐ Yes ☐ No

Change of Institution Name: ☐ Yes ☐ No

CTMB Request Status: []

Final Request Status: []

Find Clear

Review Roster Update Requests

Institution Name	Institution NCI Code	Group
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
JOHN WAYNE	CA292	SWOG

Review Roster Update Requests

Request Date: 11/11/1998

Requester Name: Ravish

Institution Name: AKRON GENI

Institution NCI Code: OH053

Requester Phone: (301)9483033

City: AKRON

State: OH

Zip Code: 44307

Current Membership Type: Affiliate

Current Membership Status: Active

Current Status Start Date: 06/21/1996

Current Main Member/CCOP NCI Code: OH027

Current Main Member/CCOP Name: CLEVELAND

Review Roster Update Requests

Institution Name	Institution NCI Code	Group
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
AKRON GENERAL MEDICAL CENTER	OH053	SWOG
JOHN WAYNE	CA292	SWOG

Review Roster Update Requests

Success!

Row updated

Request Date: 11/11/1998

Requester Name: Ravish

Institution Name: AKRON GENI

Institution NCI Code: OH053

Requester Phone: (301)9483033

City: AKRON

State: OH

Zip Code: 44307

Current Membership Type: Affiliate

Current Membership Status: Active

Current Status Start Date: 06/21/1996

Current Main Member/CCOP NCI Code: OH027

Approve Requests for New Additions to Roster

You may approve requests for new additions to the roster. This section covers approving these requests.

1. Select **Cooperative Group Roster Information** from the **CTMB Audit Information System** window.

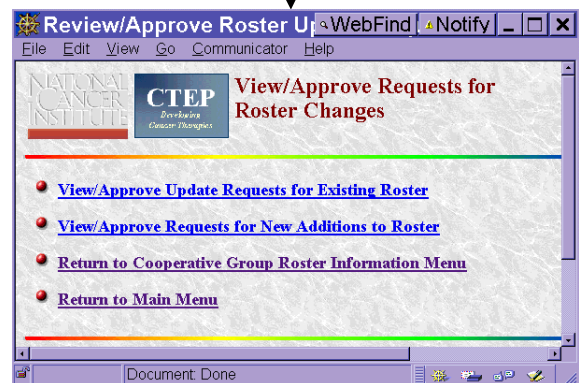
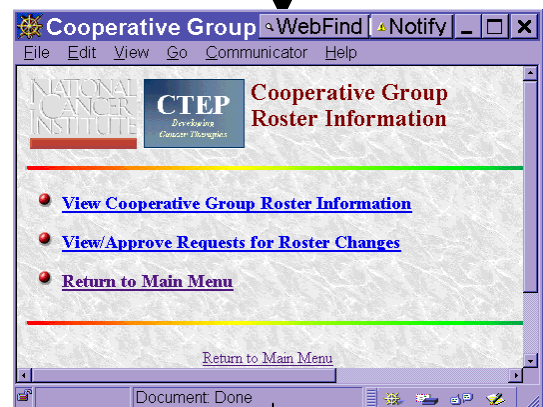
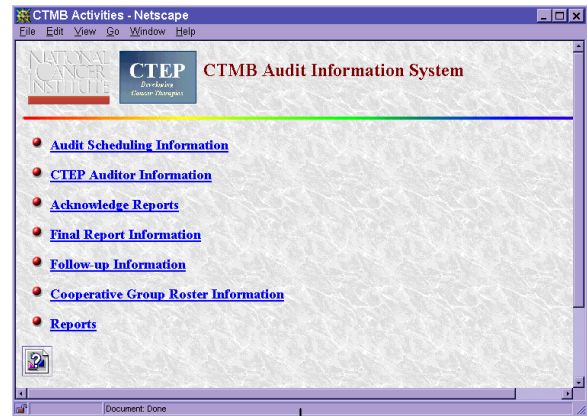
The *Cooperative Group Roster Information* window appears.

2. Select **View/Approve Requests for Roster Changes** from the *Cooperative Group Roster Information* window.

The *View/Approve Requests for Roster Changes* window is displayed

3. Select **View/Approve Requests for New Additions to Roster** from the **View/Approve Requests for Roster Changes** window.

The *Query on Requests for New Additions to Roster* window appears.



4. Type the date of the request in the **Request Date (MM/DD/YYYY):** field in MM/DD/YYYY format.
5. Type the name of the requester in the **Requester Name:** field.
6. Type the institution name in the **Institution name:** field.
7. Type the city name in the **City:** field.
8. Type the state name in the **State:** field.
9. Type the zip code in the **Zip Code:** field.
10. Click on the Membership Type: down arrow and select **Main Member, Affiliate, CCOP,** or **CCOP Component.**

The selected option appears.

11. Type the membership start date in the **Membership Start Date (MM/DD/YYYY):** field in MM/DD/YYYY format.
12. Click on the **Main Member/CCOP Name:** down arrow to search for the desired member name.

The *List Of Values: Main Member/CCOP Name, Main Member/CCOP NCI Code* window appears.

Note: Typing in the correct name, instead of using the down arrow in this field, will not allow for automatic fill in of the NCI code.

13. Select the main member/CCOP name from the list on the left.

The selected name appears in the *Main Member/CCOP:* field and associated fields are automatically filled in.

14. Click on the **Group:** field down arrow and select the appropriate group.

The selected *Group* name appears in the *Group:* field.

Main Member/CCOP Name	Main Member/CCOP NCI Code	Main Member/CCOP City
ALASKA CLINIC	AK003	Fairbanks
ALBANY MEDICAL CENTER	NY117	ABINGTON
ALBANY MEDICAL COLLEGE	NY119	ALBANY

15. Click on the **Member Study Type:** field down arrow and select **Treatment, Prevention, or UCOP**.

The selected option appears.

16. Click on the **CTMB Request Status:** field down arrow and select **Not acknowledged, Not approved, Not approved and returned for update, or Approved**.
17. Click on the **Final Request Status:** field down arrow and select **Not acknowledged, Not approved, Not approved and returned for update, or Approved**.
18. Select **Find** from the bottom of the window. A **Review/Approve Requests for New Additions to Rosters** frame appears on the left listing the new addition requests and the specifics on the first item in the left list appear in the right frame.
19. Select **Save** from the bottom of the right window.

Success is indicated in the right frame.

Review Reports

You may review all the reports that have been created and submitted. The following section takes you through the process of viewing the various reports and the information they contain.

Review Audit Schedule Detail Reports

You may view audit schedule detail reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

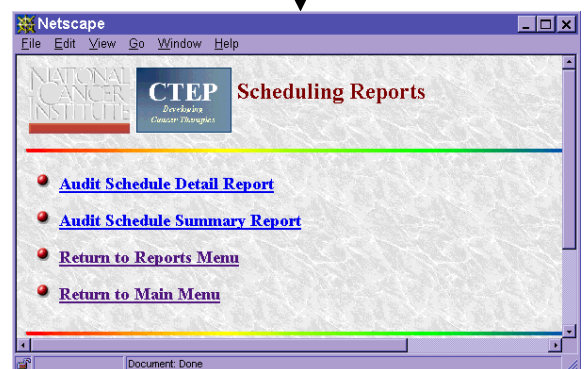
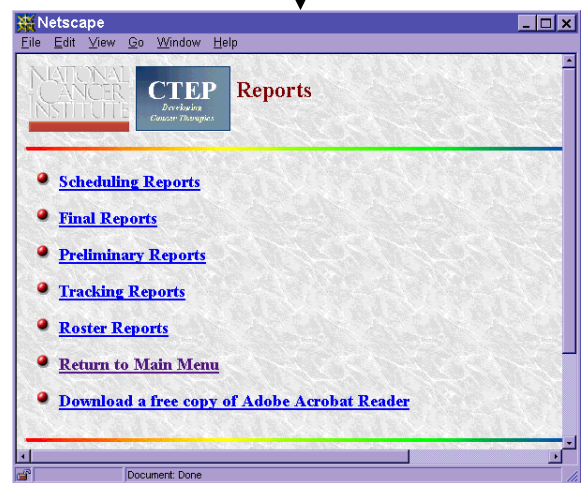
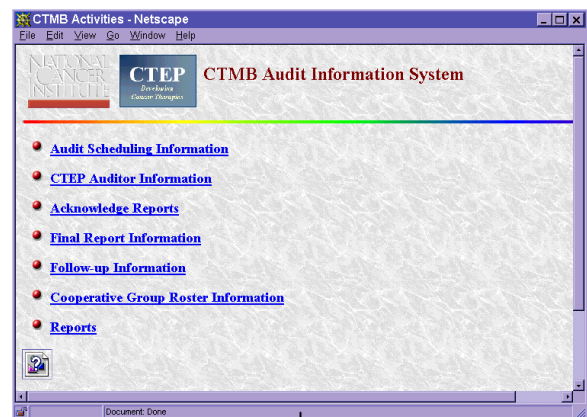
The *Reports* window appears.

2. Select **Scheduling Reports** from the **Reports** window.

The *Scheduling Reports* window appears.

3. Select **Audit Schedule Detail Report** from the **Scheduling Reports** window.

The *Report Parameters* window appears.



- Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

- Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

The selected main member code is displayed in the *Main Member Code:* field.

- Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

The selected main member name is displayed in the *Main Member Name:* field.

- Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

- Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

- Click on the **Cosite Visitor:** field down arrow to select the cosite visitor whose parameters you wish to view.

The selected cosite visitor is displayed in the *Cosite Visitor:* field.

- Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Audit Schedule Detail Report - Netscape

Report Parameters

Group : *All

Main Member Code : *All

Main Member Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Cosite Visitor : *All

Submit Query Reset

Audit Schedule Detail Report for CTMB

Run by : CTMBAIS

Group : ECOG

Main Member Code : NY043 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED

Audit Date : 11/18/1998 Audit Time : 12:00 Audit Type : Routine audit

Location : Contact Name : Phone : Fax :

Audit Sites

Institution Name :	Coney Island Hospital	NCI Code :	NY078	City :	BROOKLYN
Membership Type :	Affiliate	Membership Status :	Terminated		
Patient Case Review Required :	Yes	IRB Review Required :	Yes		
Audit Category :	Combined	Cosite Visitor :	CTMB		

Auditors

Auditor Name	Type	Title	Affiliation
Rick Mowery	CTMB		

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Review Audit Schedule Summary Reports

You may view audit schedule summary reports once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

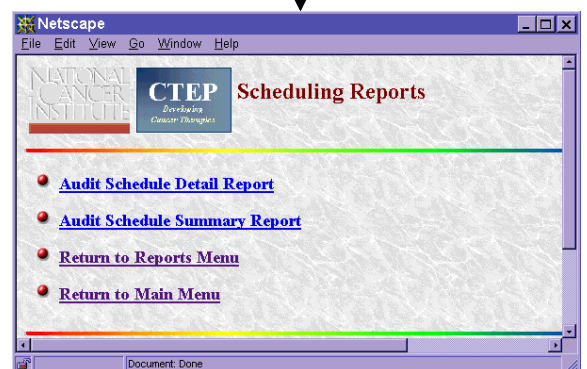
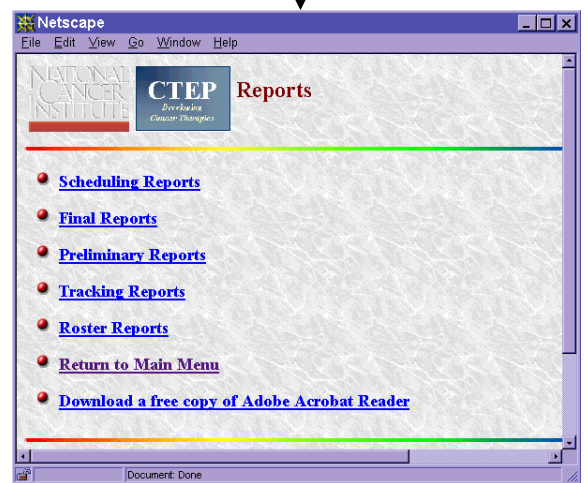
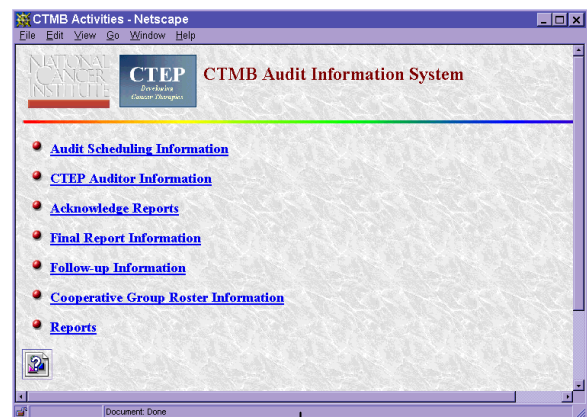
The *Reports* window appears.

2. Select **Scheduling Reports** from the **Reports** window.

The *Scheduling Reports* window appears.

3. Select **Audit Schedule Summary Report** from the **Scheduling Reports** window.

The *Report Parameters* window appears.



- Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

- Click on the **Main Member Code:** field down arrow to select the main member code whose parameters you wish to view.

The selected main member code is displayed in the *Main Member Code:* field.

- Click on the **Main Member Name:** field down arrow to select the main member name whose parameters you wish to view.

The selected main member name is displayed in the *Main Member Name:* field.

- Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

- Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

- Click on the **Cosite Visitor:** field down arrow to select the cosite visitor whose parameters you wish to view.

The selected cosite visitor is displayed in the *Cosite Visitor:* field.

- Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Audit Schedule Summary Report - Netscape

File Edit View Go Window Help

Report Parameters

Group : *All

Main Member Code : *All

Main Member Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Cosite Visitor : *All

Submit Query Reset

Document: Done

Audit Schedule Summary Report for CTMB

Run by : CTMB AIS

Group : E000

Audit Date : 11/18/1998 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED Aud

Location :

NCI Code	Institution Name	Audit Category
NY003	BETH ISRAEL MEDICAL CENTER	Combined
NY078	Coney Island Hospital	Combined

Audit Date : 11/18/1998 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED Aud

Location :

NCI Code	Institution Name	Audit Category
NY078	Coney Island Hospital	Combined

Audit Date : 12/10/1998 Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED Aud

Location : ALBERT EINSTEIN COLL. OF MED, BRONX NY 10461

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Document: Done

Review Cooperative Group Final Report

You may view a cooperative group final report once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

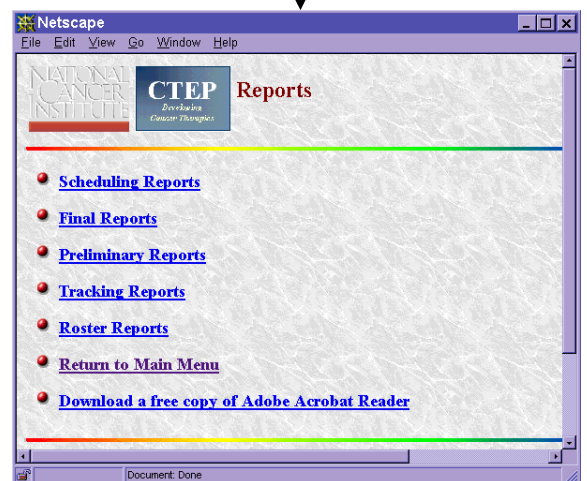
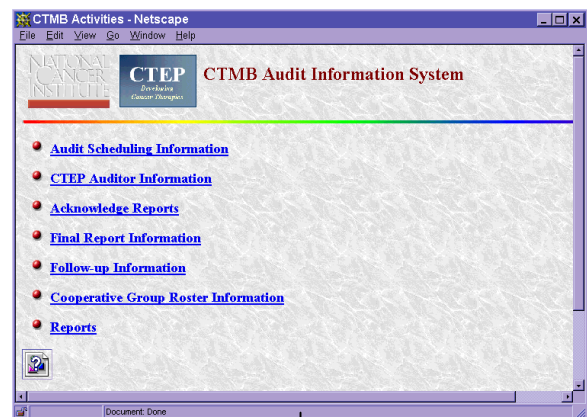
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

3. Select **Cooperative Group Final Report** from the **Final Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submit Query Reset

Clinical Trials Monitoring Branch - Final Audit

Audit Date :	11/18/1998	Group :	SWOG	Audit Category :	UCOP
Institution Code :	NC010	Name :	DUKE UNIV MEDCL CTR., Raleigh Durham, NC 29999		
Main Member / CCOP Code :	AL032	Name :	NORTHEASTAL REG MEDICAL CTR		
Audit Location :	DUKE UNIV MEDCL CTR., Durham NC 29999				

Date of Prior Audit :	Number of Cases Audited :	20	Average Annual Accrual :	0	Principal Invest :
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[Audit Outcome Summary](#)

Component	Assessment	Followup Required (Y/N)	
IRB and Informed Consent Content Review	Acceptable needs follow-up	Yes	0
Accountability of Investigational Agents and Pharmacy Operations Review	Acceptable	No	0
Patient Case Review	Unacceptable	Yes	0

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Review Cosite Group Final Report

You may view a cosite group final report once the final report is submitted. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

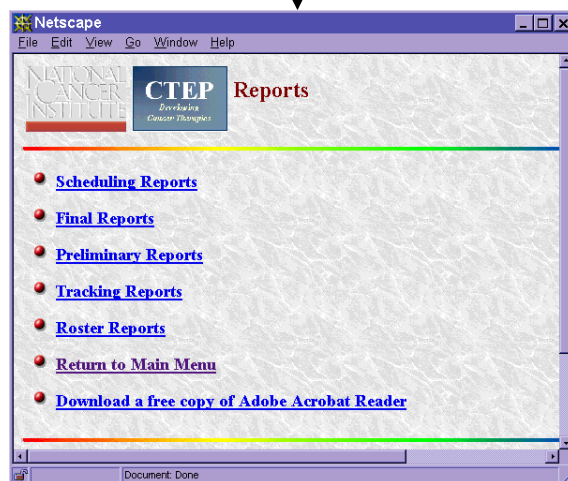
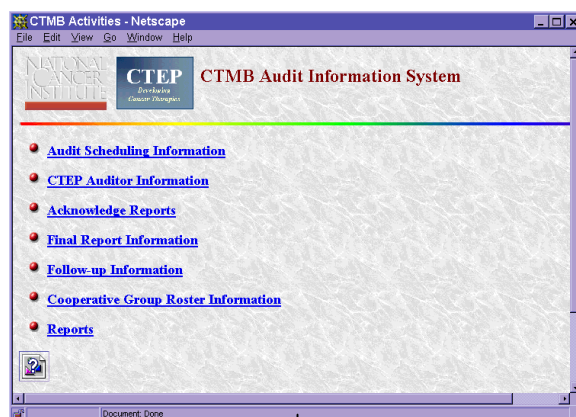
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

3. Select **CoSite Final Report** from the **Final Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

The selected group submitted by is displayed in the *Submitted By:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Co-Site Visit Report - Netscape

File Edit View Go Window Help

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submitted By : *All

Submit Query Reset

Document: Done

Netscape

File Edit View Go Window Help

Co-Site Visit Report

Run by : CTMBAIS

Audit Date : 11/18/1998 Group : ECOG Audit Category : Combined

Institution Code : NY003 Name : BETH ISRAEL MEDICAL CENTER, NEW YORK, NY 1000

Main Member / CCOP Code : NY043 Name : ALBERT EINSTEIN COLL. OF MED

Audit Location :

Number of Cases Audited : 0 Principal Investigator : 2

Co-Site Auditor Information

Name	Title	Affiliation
Jeff Dunham	Consultant	Pappas
T V Bruckner	Wattis	Wattis

Audit Outcome Summary

Component	Assessment
IRB and Informed Consent Content Assessment	Acceptable needs follow-up

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Document: Done

Review Cooperative Group Final Report Template

You may view a cooperative group final report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

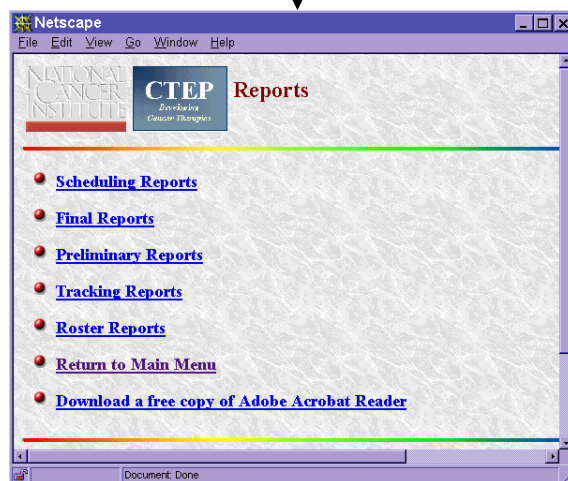
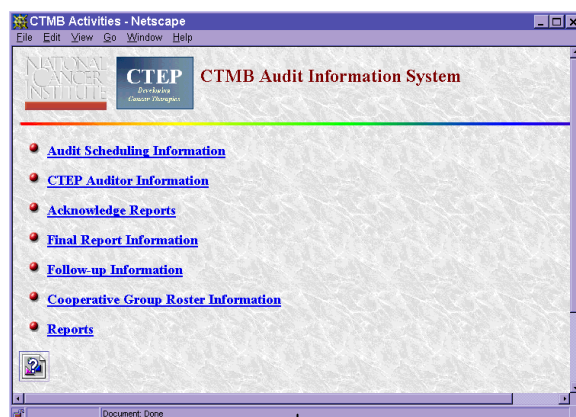
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

3. Select **Cooperative Group Final Report Template** from the **Final Reports** window.

The *Cooperative Group Final Report Template* window appears.



4. This template may be printed or completed using **Acrobat Reader**.

This option utilizes **Acrobat Reader** to display the template on screen.

The screenshot shows a Netscape browser window with a form template. The form includes fields for Audit Date, Institution Name, Principal Investigator, Average Annual Accrual, Institution Code, and No. Cases Audited. It also features two tables: 'Institution Staff' and 'Audit Team'.

Audit Date: ____/____/____

Institution Name: _____ Institution Code: _____

Principal Investigator: _____

Average Annual Accrual: _____ No. Cases Audited: _____

Institution Staff:

Name	Title	Name	

Audit Team:

Name	Name

Page 1 of 16 | 100% | 11 x 8.5 in | Document: Done

Review Co-Site Final Report Template

You may view a cooperative group final report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

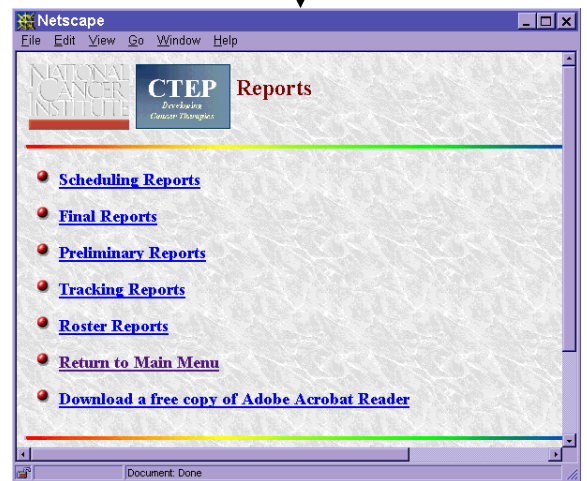
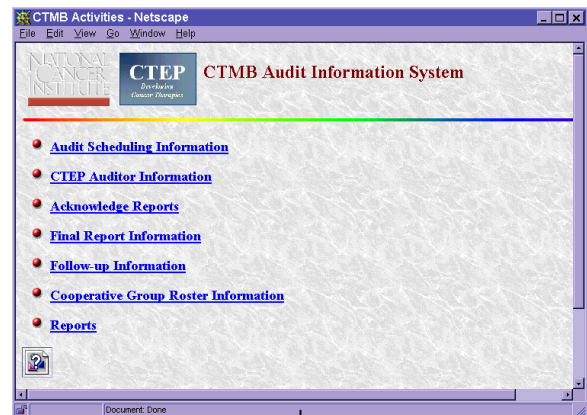
The *Reports* window appears.

2. Select **Final Reports** from the **Reports** window.

The *Final Reports* window appears.

3. Select **CoSite Final Report Template** from the **Final Reports** window.

The *Co-Site Final Report Template* window appears.



4. This template may be printed or completed using **Acrobat Reader**.

This option utilizes **Acrobat Reader** to display the template on screen.

The screenshot shows a Netscape browser window with a menu bar (File, Edit, View, Go, Window, Help) and a toolbar. The main content area displays a form titled "Clinical Trials Monitoring Branch – Audit Worksheet". The form includes several input fields for audit details and a table for co-site visitors.

Clinical Trials Monitoring Branch – Audit Worksheet

Audit Date: ____/____/____ Group: ____
Institution Name: _____ Institution Code: ____
Principal Investigator: _____
Average Annual Accrual: _____ No. Cases Audited: ____

Co-Site Visitors:

Name	Rep

The status bar at the bottom indicates "Page 1 of 10", "100%", and "11 x 8.5 in". The document title is "Document: Done".

Review Pre-populated Preliminary Report Template

You may view a pre-populated preliminary report template. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

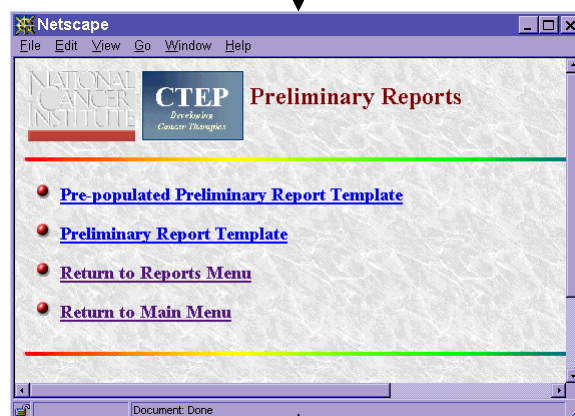
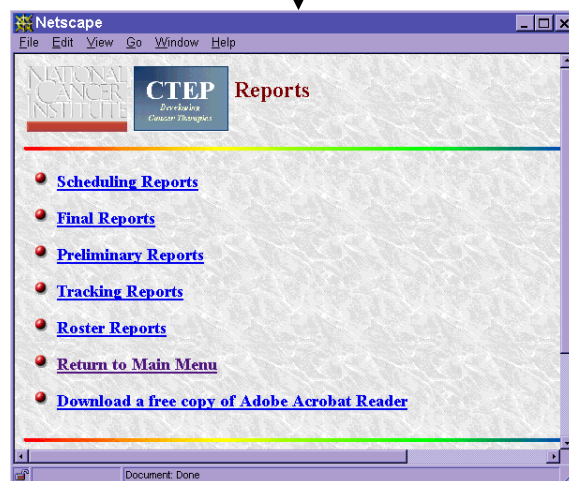
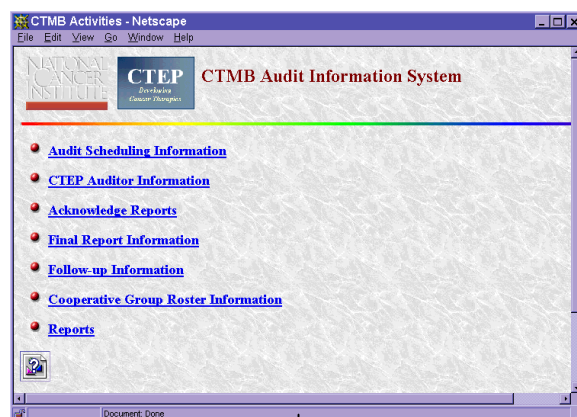
Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.
2. Select **Preliminary Reports** from the **Reports** window.

The *Preliminary Reports* window appears.
3. Select **Pre-populated Preliminary Report Template** from the **Preliminary Reports** window.

The *Report Parameters* window appears.



- Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

- Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

- Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

- Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.
- Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.
- Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Pre-populated Preliminary Report Template - Netscape

File Edit View Go Window Help

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Submit Query Reset

Document: Done

Netscape

File Edit View Go Window Help

Co-site Visitor Preliminary Report

Group : ECOG NCI Code : NY078 Category : Combined

Institution : Coney Island Hospital, BROOKLYN, NY

Main Member/CCOP Name : ALBERT EINSTEIN COLL. OF MED Main Member/CCOP NCI Code : NY043

Audit Date : 11/18/1998

Audit Type : Routine audit

Audit Team Leader : Components : IRB, P, PC

Name of Co-site Visitor : Telephone :

Representing : ☐ NCI (check one)

MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT: NO / YES

If YES, briefly describe :

Page 1 of 15 100% 8.5 x 11 in Document: Done

Review Preliminary Report Template

You may view a preliminary report template. This section covers review of these templates. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

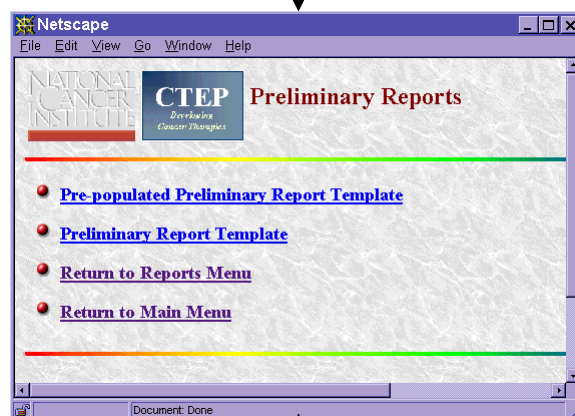
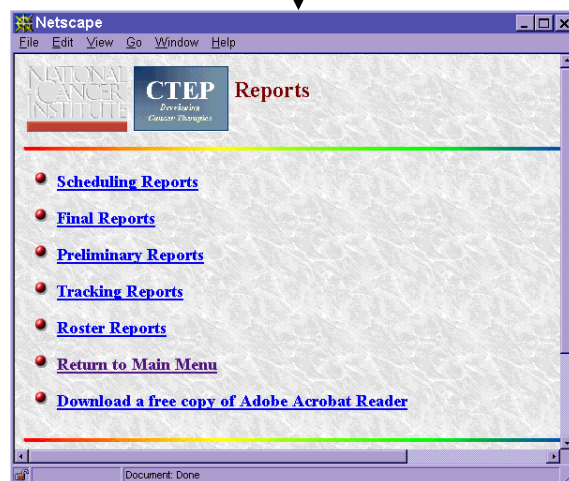
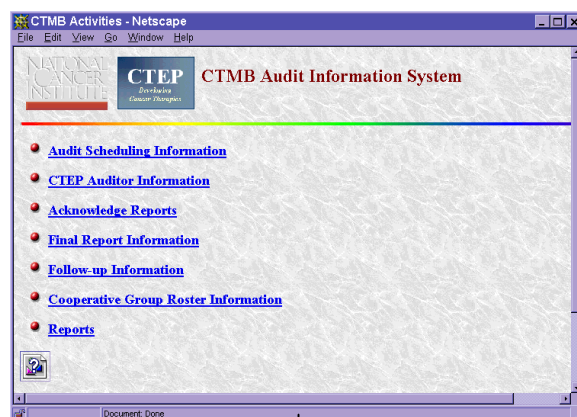
The *Reports* window appears.

2. Select **Preliminary Reports** from the **Reports** window.

The *Preliminary Reports* window appears.

3. Select **Preliminary Report Template** from the **Preliminary Reports** window.

The *Co-Site Visitor Preliminary Report* window appears.



4. This template may be printed or completed using **Acrobat Reader**.

This option utilizes **Acrobat Reader** to display the template on screen.

The screenshot shows a Netscape browser window with a menu bar (File, Edit, View, Go, Window, Help) and a toolbar. The main content area displays a form titled "Co-site Visitor Preliminary Report". The form contains several fields for data entry, organized into two columns. The first column includes fields for Group, Institution, Main Member/CCOP Name, Audit Date, Audit Type, Audit Team Leader, and Name of Co-site Visitor. The second column includes fields for NCI Code, Category, Main Member/CCOP NCI Code, Components, Telephone, and a checkbox for "Representing: NCI (check one)". Below these fields is a section for "MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT: NO / YES" with a prompt "If YES, briefly describe:". The status bar at the bottom indicates "Page 1 of 1", "100%", and "5.5 x 11 in".

Co-site Visitor Preliminary Report

Group : _____ NCI Code : _____ Category : _____

Institution : _____

Main Member/CCOP Name : _____ Main Member/CCOP NCI Code : _____

Audit Date : _____ Components : _____

Audit Type : _____ Telephone : _____

Audit Team Leader : _____

Name of Co-site Visitor : _____ Representing : ☐ NCI (check one)

MAJOR DEFICIENCIES WITH IRB OR INFORMED CONSENT CONTENT : NO / YES

If YES, briefly describe :

Page 1 of 1 | 100% | 5.5 x 11 in | Document: Done

Review Tracking Report

You may view a report that tracks specific events. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

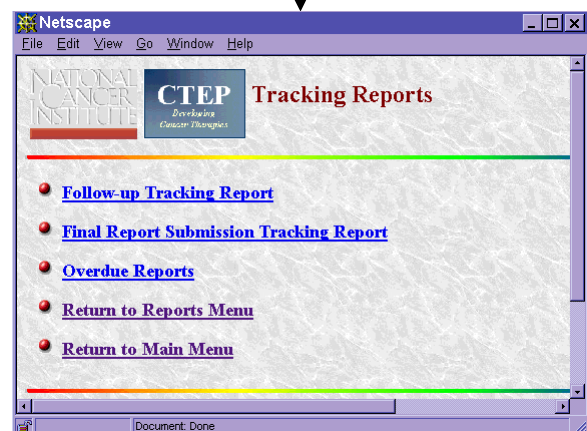
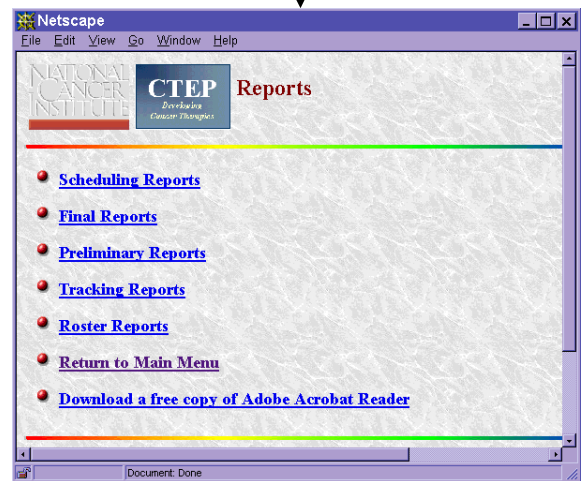
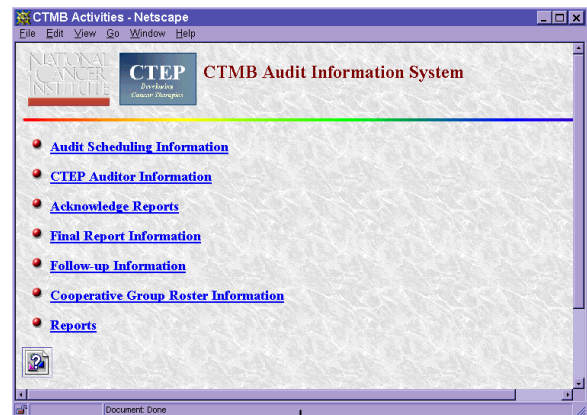
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Follow-up Tracking Report** from the **Tracking Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Status:** field down arrow to select the status whose parameters you wish to view.

The selected status is displayed in the *Status:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Follow-up Tracking Report - Netscape

Report Parameters

Group : *All

Status : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submit Query Reset

Follow-up Tracking Report

Run by : CTMB/BS

Group : NEABP

Audit Date : 12/02/1999 Institution Name : METRO-MINNESOTA, MINNEAPOLIS, MN Institution Code : 00143 Audit Category : P

Rating For IRB/Pharmacy/Patient Cases : /Acceptable/ Overall Status : C

Recredit Required For IRB/Pharmacy/Patient Cases : 00/0 (in months)

Follow-up Item	Requested By	Due Date	Status	Received Date
IRB deficiency	CTMB	12/02/1999	Pending	
IRB deficiency	CTMB	01/16/1999	Pending	
Pharmacy	Group	01/16/1999	Completed	12/04/1999

Group : BREA

Audit Date : 11/20/1999 Institution Name : BREA COMMUNITY HOSPITAL, BREA, CA Institution Code : CA275 Audit Category : T

Rating For IRB/Pharmacy/Patient Cases : Acceptable/Acceptable/Acceptable Overall Status : P

Recredit Required For IRB/Pharmacy/Patient Cases : 00/0 (in months)

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Review Final Report Submission Tracking Report

You may view final report submission tracking report. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

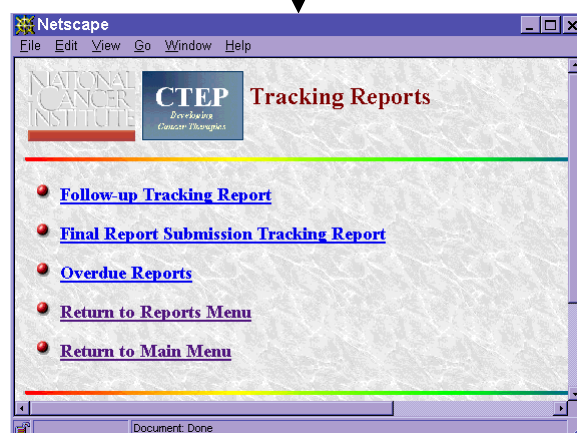
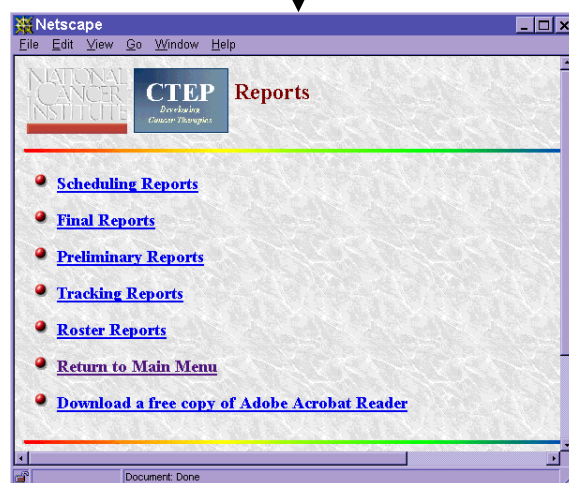
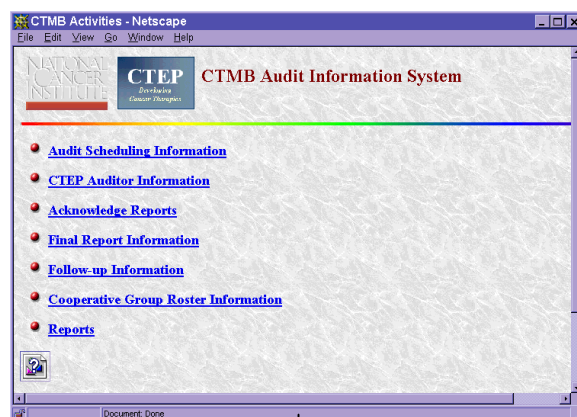
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Final Report Submission Tracking Report** from the **Tracking Reports** window.

The *Report Parameters* window appears.



4. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

5. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

6. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

7. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

8. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

9. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

10. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

The selected group submitted by is displayed in the *Submitted By:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submitted By : *All

Submit Query Reset

Final Report Submission Tracking Report

Run by : CTMBAIS

Group	Audit Date	Institution Name	Institution Code	Audit Category	Final Report Due Date
SWOG	11/20/1998	CENTURY CITY HOSPITAL	CA399	Treatment	12/21/1998
ECOG	11/18/1998	Coney Island Hospital	NY078	Combined	01/28/1999
ECOG	11/18/1998	Coney Island Hospital	NY078	Combined	02/01/1999
ECOG	12/10/1998	BETH ISRAEL MEDICAL CENTER	NY003	Combined	02/19/1999
ECOG	12/10/1998	BETH ISRAEL MEDICAL CENTER	NY003	Combined	02/20/1999
ECOG	12/10/1998	ALBERT EINSTEIN COLL OF MED	NY043	Combined	02/19/1999
ECOG	12/10/1998	ALBERT EINSTEIN COLL OF MED	NY043	Combined	02/19/1999
ECOG	12/10/1998	ALBERT EINSTEIN COLL OF MED	NY043	Combined	02/20/1999
ECOG	12/10/1998	BROOKLYN HOSPITAL CENTER	NY066	Combined	02/20/1999
ECOG	12/10/1998	Methodist Hospital	NY075	Combined	02/20/1999
ECOG	12/17/1998	MAIMONIDES MEDICAL CENTER	NY076	Combined	02/25/1999
NSABP	12/01/1998	WEST CLINIC	TM052	Prevention	02/11/1999
NSABP	12/12/1998	CANCER CENTER OF GEORGIA	GA007	Treatment	02/21/1999
NSABP	12/12/1998	BOWMAN GRAY SCHOOL OF MED	NC002	Treatment	02/21/1999
NSABP	12/12/1998	ALMANACE REGIONAL MEDICAL CTR	NC003	Treatment	02/21/1999
SWOG	11/11/1997	CEDARS-SINAI MDCL CTR	CA016	Treatment	01/22/1998

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Review Overdue Preliminary Reports

You may view overdue preliminary reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

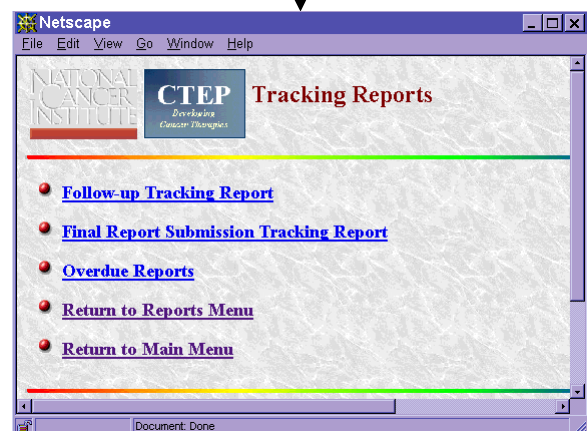
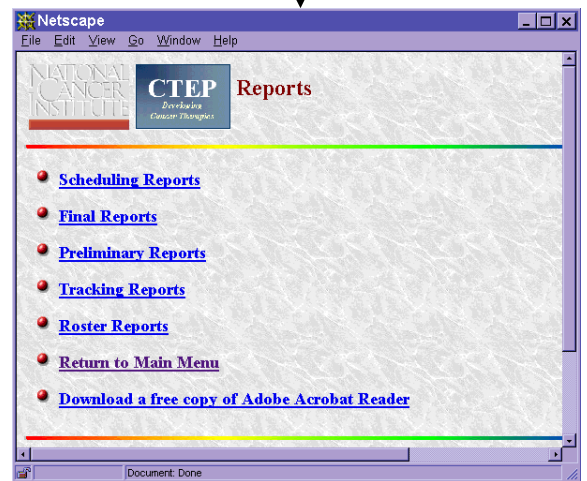
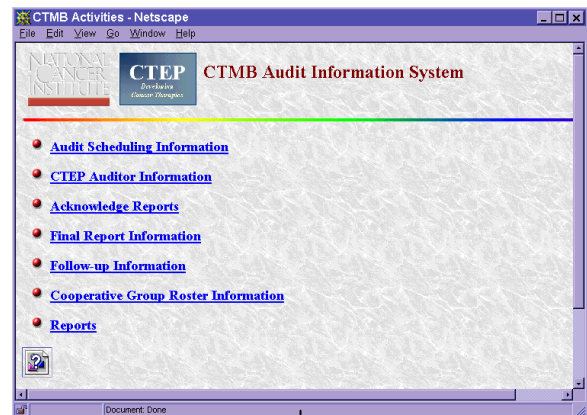
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Overdue Preliminary Reports** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

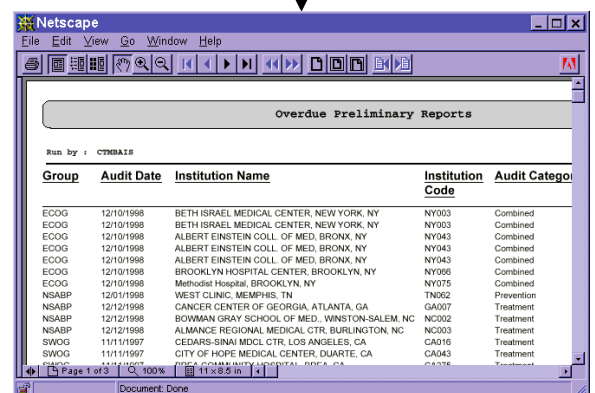
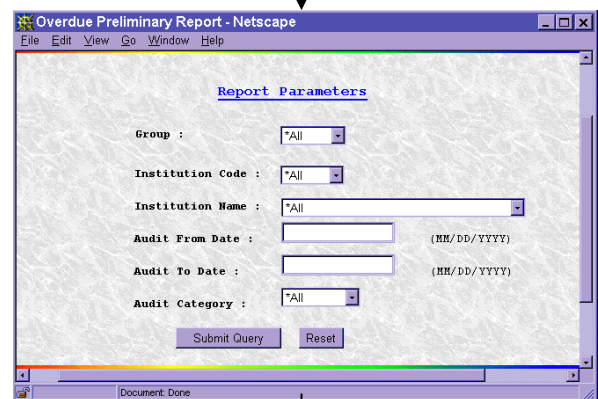
9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Review Final Reports Pending Acknowledgement

You may view final reports that are pending acknowledgement. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

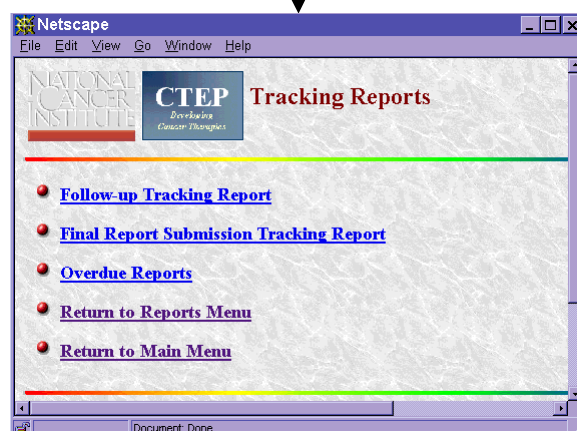
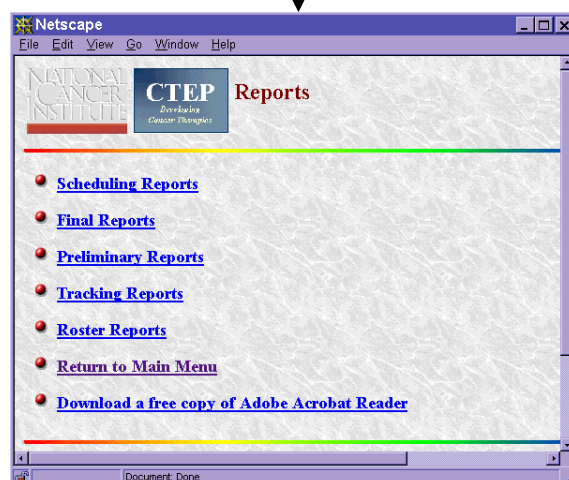
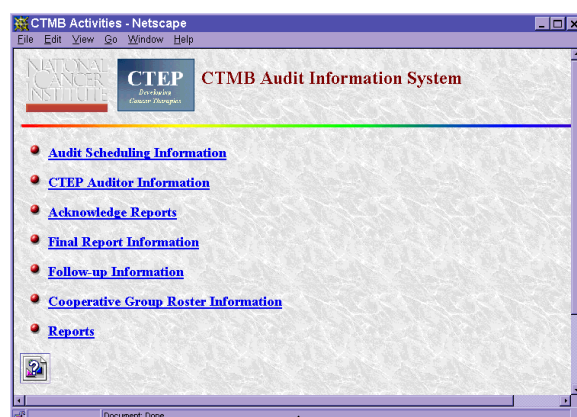
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Final Reports Pending Acknowledgement** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

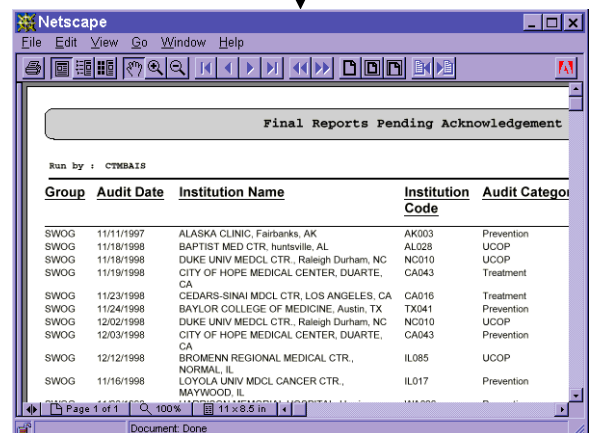
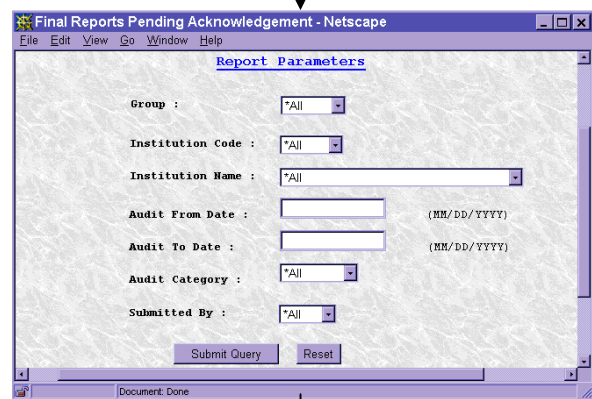
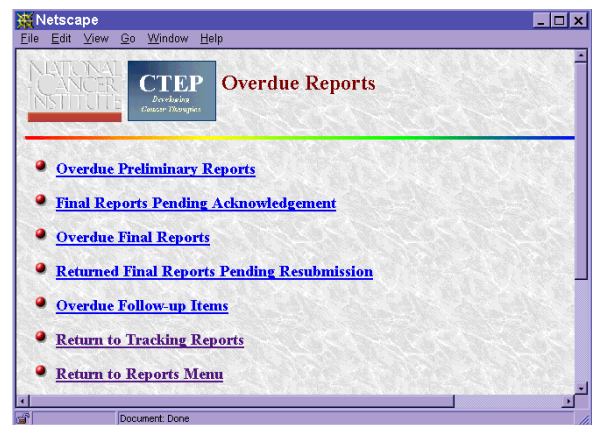
The selected audit category is displayed in the *Auditory Category:* field.

11. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

The selected group submitted by is displayed in the *Submitted By:* field.

12. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Review Overdue Final Reports

You may view overdue final reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

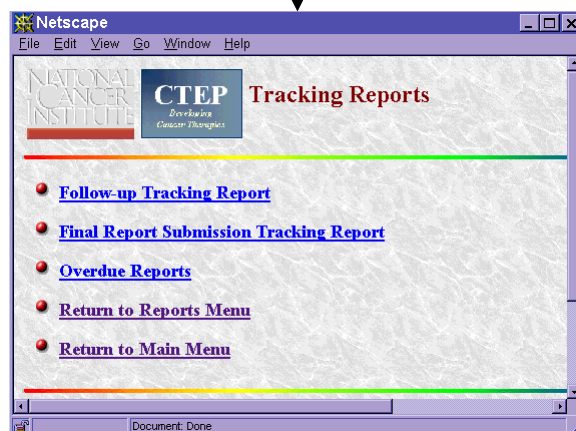
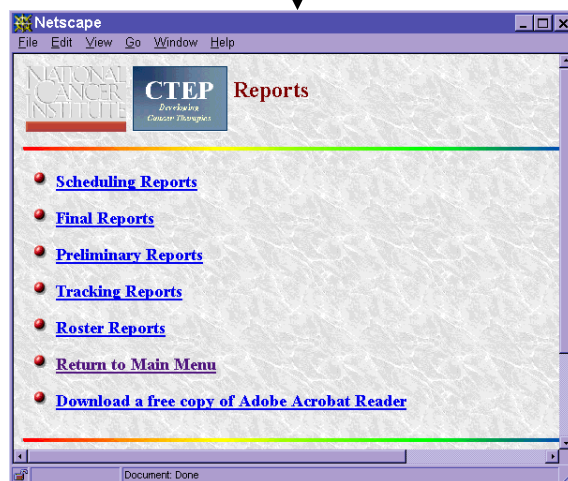
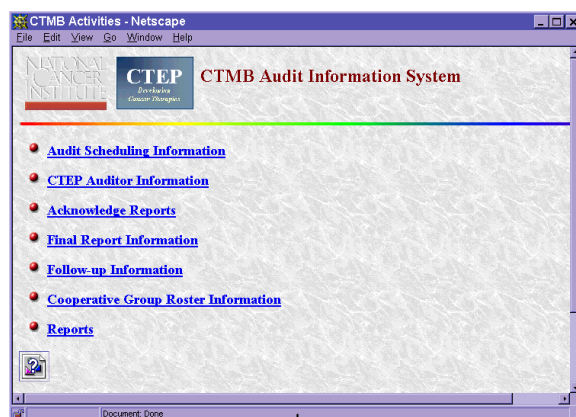
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Overdue Final Reports** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

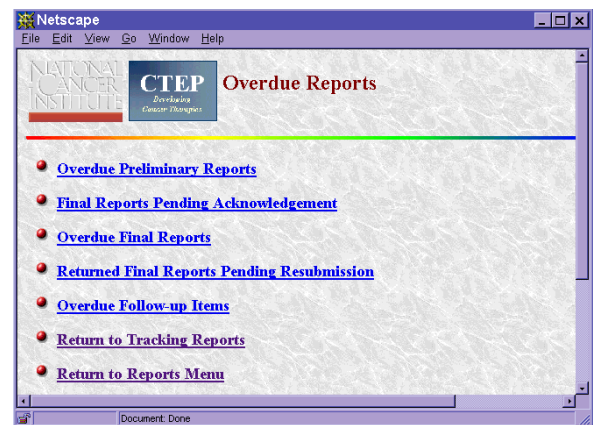
The selected audit category is displayed in the *Auditory Category:* field.

11. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

The selected group submitted by is displayed in the *Submitted By:* field.

12. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submitted By : *All

Submit Query Reset

Overdue Final Reports - (Excluding Any Returned)

Run by : CTMB AIS

Group	Audit Date	Institution Name	Institution Code	Audit Category
SWOG	11/20/1998	CENTURY CITY HOSPITAL, LOS ANGELES, CA	CA399	Treatment
SWOG	11/11/1997	CEDARS-SINAI MDCL CTR, LOS ANGELES, CA	CA016	Treatment
SWOG	11/11/1997	BREA COMMUNITY HOSPITAL, BREA, CA	CA275	Treatment
SWOG	11/11/1997	JOHN WAYNE CAN INST, SANTA MONICA, CA	CA292	Treatment
SWOG	11/11/1997	CENTURY CITY HOSPITAL, LOS ANGELES, CA	CA399	Treatment
SWOG	11/11/1997	CHIPPENHAM/JOHNSON, RICHMOND, VA	VA012	Prevention
SWOG	11/11/1997	OVERLAKE HOSPITAL, Seattle, WA	WA001	Prevention
SWOG	11/11/1997	HARRISON MEMORIAL HOSPITAL, Harrison, WA	WA026	Prevention
SWOG	12/02/1998	NORTHEAST AL REG MEDICAL CTR, mobile, AL	AL032	UCOP
ECOG	11/18/1998	Coney Island Hospital, BROOKLYN, NY	NY078	Combined
SWOG	11/11/1997	HARRISON MEMORIAL HOSPITAL, Harrison, WA	WA026	Prevention
SWOG	12/03/1998	WEST SUBURBAN HOSPITAL, Decatur, IL	IL020	Prevention

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Review Returned Final Reports Pending Resubmission

You may view returned final reports that are pending resubmission. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

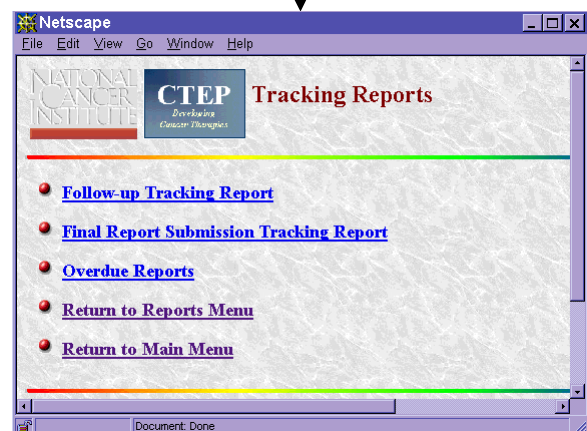
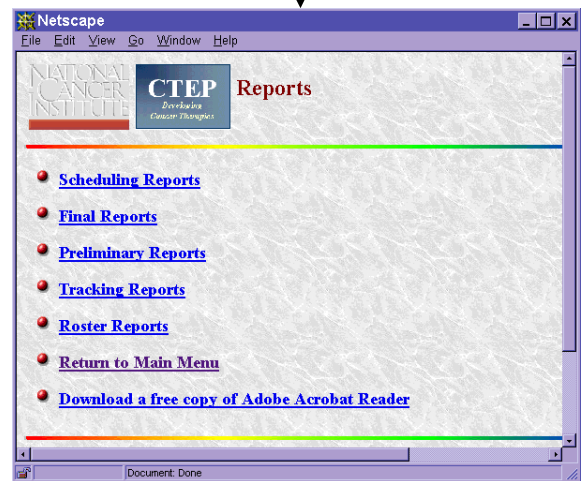
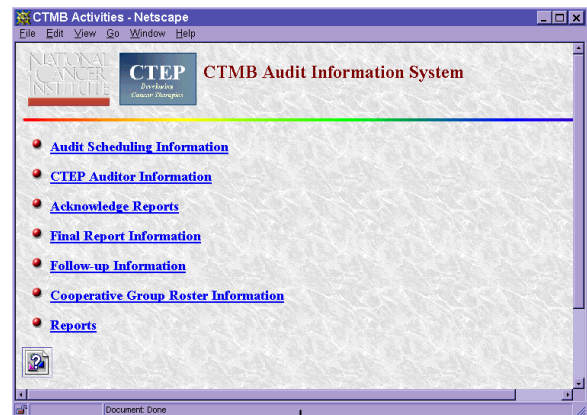
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Returned Final Reports Pending Resubmission** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

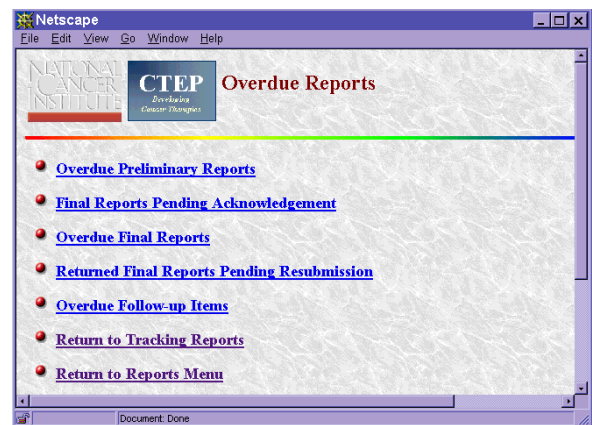
The selected audit category is displayed in the *Auditory Category:* field.

11. Click on the **Submitted By:** field down arrow to select the group submitted by whose parameters you wish to view.

The selected group submitted by is displayed in the *Submitted By:* field.

12. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Report Parameters

Group : *All

Institution Code : *All

Institution Name : *All

Audit From Date : (MM/DD/YYYY)

Audit To Date : (MM/DD/YYYY)

Audit Category : *All

Submitted By : *All

Submit Query Reset

Group	Audit Date	Institution Name	Institution Code	Audit Category	Submitted By
ECOG	11/18/1998	Coney Island Hospital, BROOKLYN, NY	NY078	Combined	Group
SWOG	11/11/1998	AKRON GENERAL MEDICAL CENTER, AKRON, OH	OH053	UCOP	Group
SWOG	11/12/1998	KAISER FOUNDATION HOSPITAL, BELLFLOWER, CA	CA031	Treatment	Group
SWOG	11/16/1998	NORTHBAV CANCER CENTER, FAIRFIELD, CA	CA273	Prevention	Group
SWOG	11/23/1998	CEDARS-SINAI MDCL CTR, LOS ANGELES, CA	CA016	Treatment	Group
SWOG	12/03/1998	WEST SUBURBAN HOSPITAL, Decatur, IL	IL020	Prevention	Group
SWOG	11/11/1998	AKRON GENERAL MEDICAL CENTER, AKRON, OH	OH053	UCOP	CTMS

Review Overdue Follow-up Items

You may view overdue follow-up items. This section covers review of these items. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

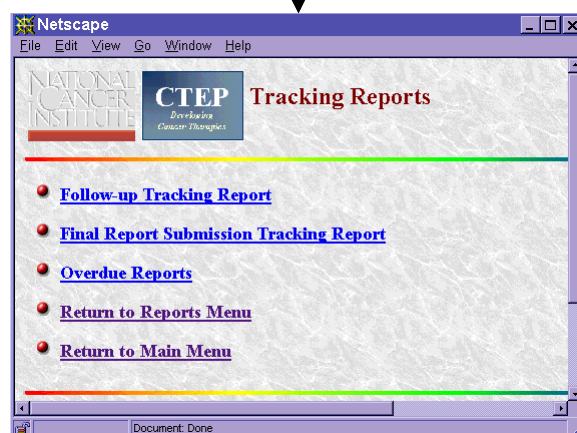
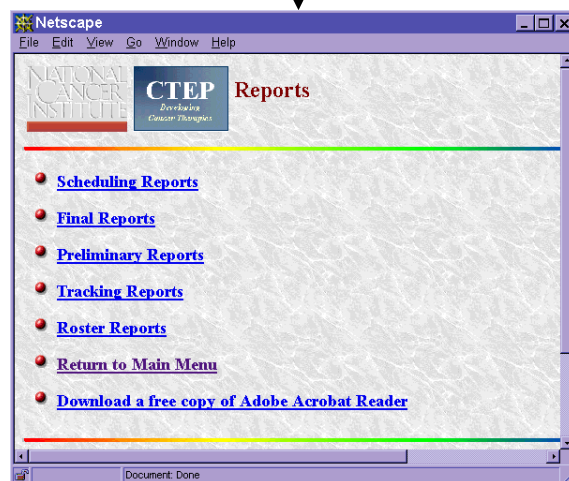
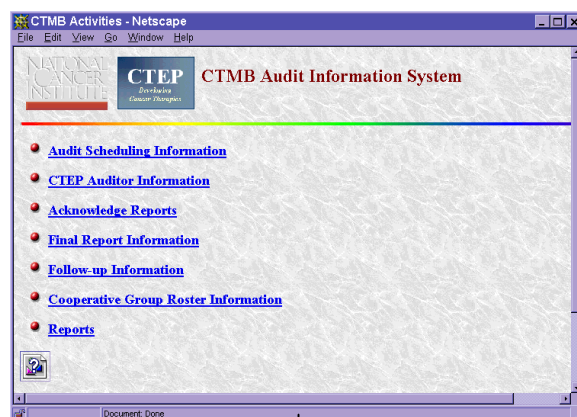
The *Reports* window appears.

2. Select **Tracking Reports** from the **Reports** window.

The *Tracking Reports* window appears.

3. Select **Overdue Reports** from the **Tracking Reports** window.

The *Overdue Reports* window appears.



4. Select **Overdue Follow-up Items** from the **Overdue Reports** window.

The *Report Parameters* window appears.

5. Click on the **Group:** field down arrow to select the group whose parameters you wish to view.

The selected group is displayed in the *Group:* field.

6. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

7. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

8. Type the audit from date in the **Audit From Date:** field in the MM/DD/YYYY format.

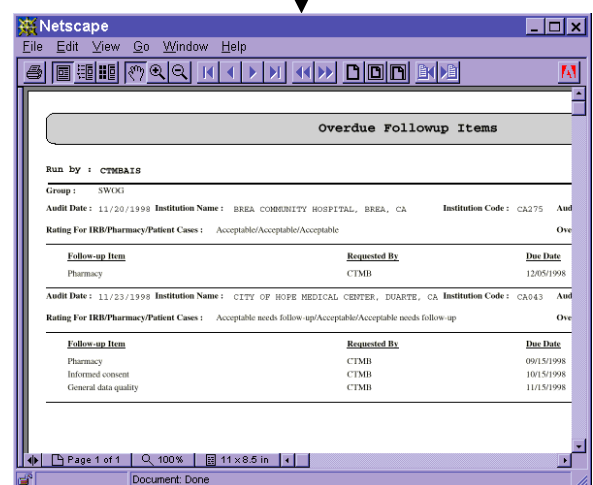
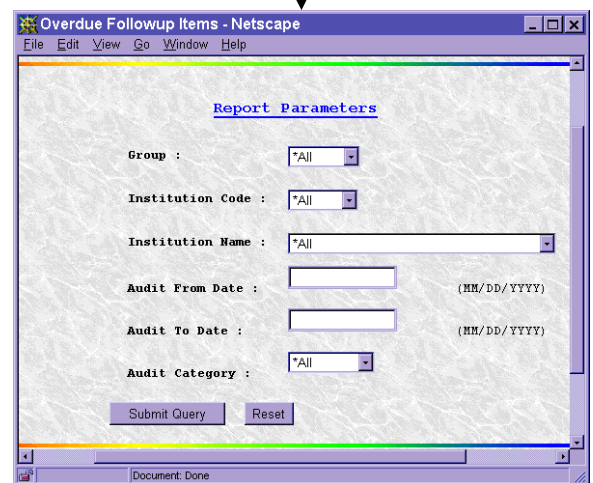
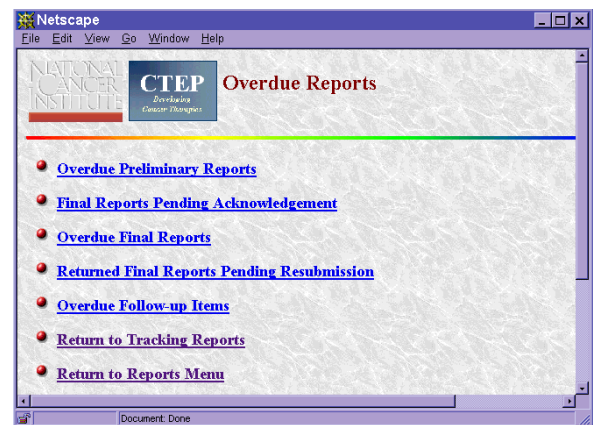
9. Type the audit to date in the **Audit To Date:** field in the MM/DD/YYYY format.

10. Click on the **Audit Category:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *Auditory Category:* field.

11. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.



Review User Defined Cooperative Group Roster

You may view the user defined cooperative group roster. This section covers review of this roster. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

The *Reports* window appears.

2. Select **Roster Reports** from the **Reports** window.

The *Roster Reports* window appears.

3. Select **User-defined Cooperative Group Roster Report** from the **Roster Reports** window.

The *Report Parameters* window appears.

4. Click on the **Membership Type:** field down arrow to select the membership type whose parameters you wish to view.

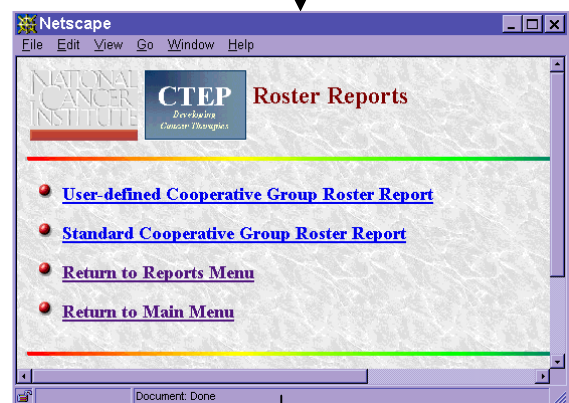
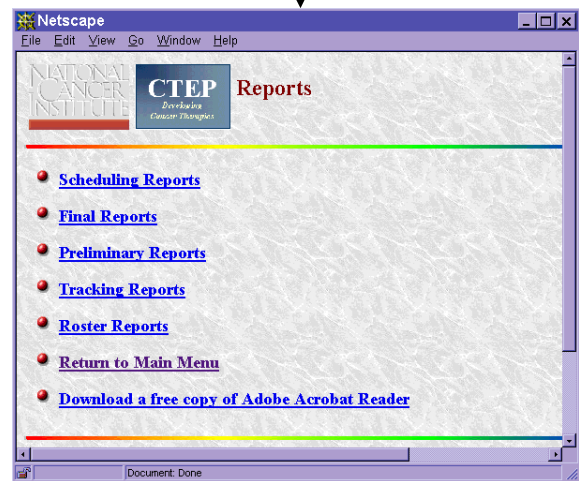
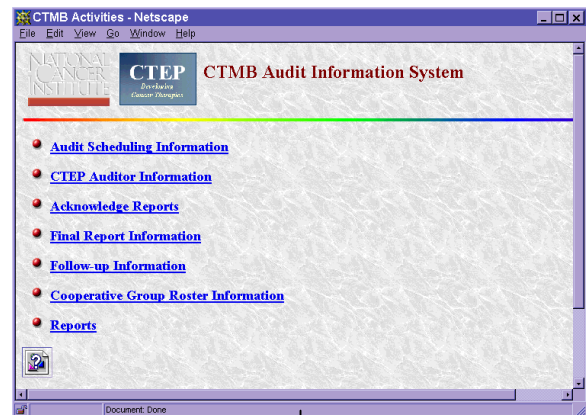
The selected membership type is displayed in the *Membership Type:* field.

5. Click on the **Membership Status:** field down arrow to select the membership status whose parameters you wish to view.

The selected membership status is displayed in the *Membership Status:* field.

6. Click on the **NSABP and SWOG only:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *NSABP and SWOG:* field.



7. Click on the **Institution Code:** field down arrow to select the institution code whose parameters you wish to view.

The selected institution code is displayed in the *Institution Code:* field.

8. Click on the **Institution Name:** field down arrow to select the Institution name whose parameters you wish to view.

The selected institution name is displayed in the *Institution Name:* field.

9. Click on the **City:** field down arrow to select the city name whose parameters you wish to view.

The selected city name is displayed in the *City:* field.

10. Click on the **State/Province:** field down arrow to select the state or province name whose parameters you wish to view.

The selected state or province name is displayed in the *State/Province:* field.

11. Click on the **Current Status:** field down arrow to select the current status whose parameters you wish to view.

The selected status is displayed in the *Current Status:* field.

12. Click on the **Sort by:** field down arrow to select the category whose parameters you wish to view.

The selected category is displayed in the *Sort by:* field.

13. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

Main Member/ COOP NCI Code	Membership Type	Institution NCI Code	Institution Name	City	State	ZIP	Membership Status
OH027	Affiliate	OH053	AKRON GENERAL MEDICAL CENTER	AKRON	OH	44307	Active
AK003	Main Member	AK003	ALASKA CLINIC	Fairbanks	AK	98765	Active
AZ020	Affiliate	AZ027	ARIZONA CANCER CENTER	Flagstaff	AZ	86066	Active
AL032	Main Member	AL038	BAPTIST MED CTR	hurtsville	AL	93219	Active
TX041	Main Member	TX041	BAYLOR COLLEGE OF MEDICINE	Austin	TX	78778	Active
TX045	Affiliate	TX084	BRAZOSPORT MEMORIAL HOSPITAL	LAKE JACKSON	TX	77566	Active
CA043	Affiliate	CA275	BREA COMMUNITY HOSPITAL	BREA	CA	92821	Withdrawn
OH027	Affiliate	IL085	BRODMENN REGIONAL MEDICAL CTR	NORMAL	IL	61761	Active
CA078	Affiliate	CA222	CALIFORNIA PACIFIC MED CENTER	Carlsbad	CA	94833	Active
CA043	Affiliate	CA016	CEDARS-SINAI MDCL CTR	LOS ANGELES	CA	90048	Active
CA043	Affiliate	CA399	CENTURY CITY HOSPITAL	LOS ANGELES	CA	90067	Active
TX045	Affiliate	VA012	CHIFFERDAHLUNSONSON	RICHMOND	VA	22325	Active
MO064	COOP Component	MO020	CHRISTIAN HOSP NEWW	ST. LOUIS	MO	63136	Active
CA043	Main Member	CA043	CITY OF HOPE MEDICAL CENTER	DUARTE	CA	91010	Active
CA043	COOP	CA043	CITY OF HOPE MEDICAL CENTER	DUARTE	CA	91010	Terminated
CA043	Main Member	CA043	CITY OF HOPE MEDICAL CENTER	DUARTE	CA	91010	Active

Review Standard Cooperative Group Roster Report

You may view standard cooperative group roster reports. This section covers review of these reports. All fields on the Query screen do not need to be completed to find existing information.

Note: The use of the * and the word **All** will allow for viewing off all options in any given field.

1. Select **Reports** from the **CTMB Audit Information System** window.

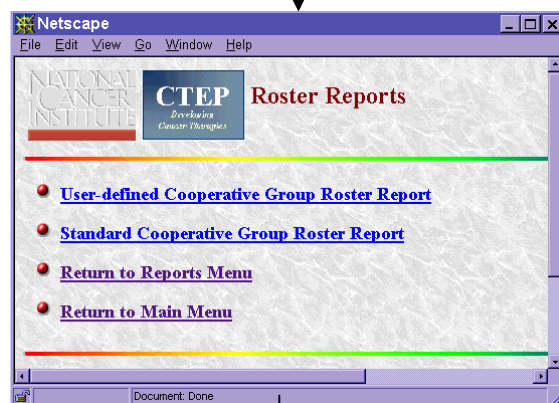
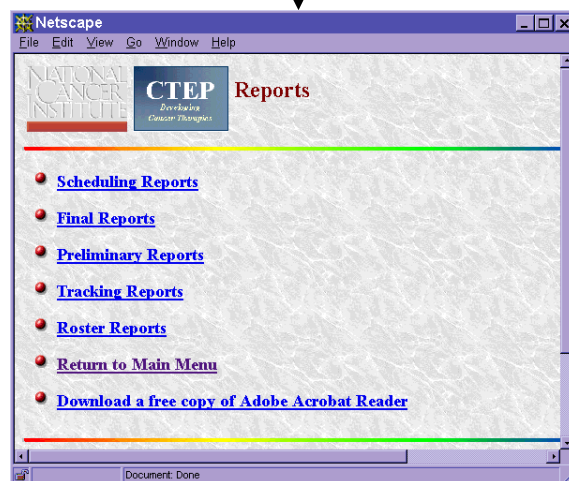
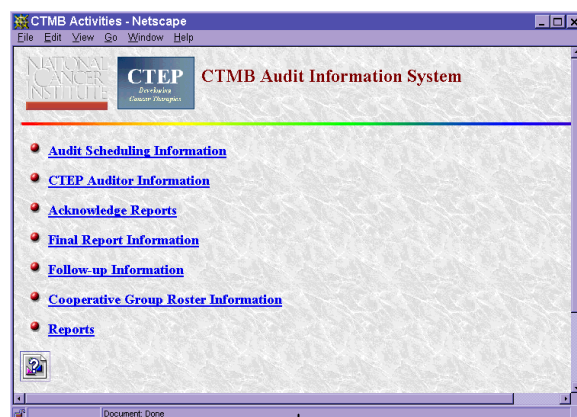
The *Reports* window appears.

2. Select **Roster Reports** from the **Reports** window.

The *Roster Reports* window appears.

3. Select **Standard Cooperative Group Roster Report** from the **Roster Reports** window.

The *Report Parameters* window appears.



4. Click on the **Membership Type:** field down arrow to select the membership type whose parameters you wish to view.

The selected membership type is displayed in the *Membership Type:* field.

5. Click on the **Membership Status:** field down arrow to select the membership status whose parameters you wish to view.

The selected membership status is displayed in the *Membership Status:* field.

6. Click on the **NSABP and SWOG only:** field down arrow to select the audit category whose parameters you wish to view.

The selected audit category is displayed in the *NSABP and SWOG:* field.

7. Click on the **Sort by:** field down arrow to select the category whose parameters you wish to view.

The selected category is displayed in the *Sort by:* field.

8. Select **Submit Query** from the bottom of the window.

This option utilizes **Acrobat Reader** to display the selected report parameters on screen.

User-defined Cooperative Group Roster Report - Netscape

File Edit View Go Window Help

Report Parameters

Membership Type : *All

Membership Status: *All

NSABP & SWOG only: *All (Prevention/Treatment/UCOP)

Sort By : Institution Name

Submit Query Reset

Document: Done

Netscape

File Edit View Go Window Help

Cooperative Group Roster for SWOG

Run by : CTMB AIS

Main Member/CCOP NCI Code	Membership Type	Institution NCI Code	Institution Name	City	State	ZIP	Member Status
11008	Main Member	11008	NOVA SCOTIA CAN TERT & RESTIN	Halifax	NS	B3N 3L5	Active
AK003	Main Member	AK003	ALASKA CLINIC	Fairbanks	AK	99705	Active
	Affiliate	WA026	HARRISON MEMORIAL HOSPITAL	Harrison	WA	97053	Withdrawn
	Affiliate	WA001	OVERLAKE HOSPITAL	Seattle	WA	98107	Terminated
	Affiliate	WA030	TACOMA GENERAL HOSPITAL	Tacoma	WA	98112	Active
AL032	Main Member	AL028	BAPTIST MED CTR	Montreal	AL	53213	Active
	Main Member	FL082	GULF COAST MEDICAL CENTER	panama city	FL	39908	Active
	Main Member	AL032	NORTHEAST AL REG MEDICAL CTR	mobile	AL	33657	Active
	Affiliate	NC010	DUKE UNIV MEDICAL CTR	Raleigh Durham	NC	29999	Active
AZ020	Main Member	AZ020	MAYO CLINIC SCOTTSDALE	Scottsdale	AZ	87053	Active

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Document: Done

